

# ROBERT SMITH

## School Teacher

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7 years of experience as a School Teacher. I am seeking employment with a company where I can use my talents and skills to grow and expand the company. I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

### **MAY 2012 - JUNE 2017**

#### **SCHOOL TEACHER - UNION COUNTY PUBLIC SCHOOL**

- Organized activities for the students to improve their communication and social skills.
- Preparation of lesson plans for the students and arrange various resources required for the after school activities.
- Involved in lesson planning, activity planning, and field trips.
- Developed human relations skills through interactions with parents and co-workers.
- Enhanced skill for working with people from all walks of life.
- Coordinated field trips during the school year and for summer.
- Differentiated instruction and tiered assignments for different student levels.

### **NOVEMBER 2010 - APRIL 2012**

#### **PATIENT SERVICE COORDINATOR - ORTHOCAROLINA**

- Served as the initial point of contact for ortho Carolina patients and healthcare providers within the clinic.
- Appointment scheduling and answering incoming calls from healthcare providers, patients, and pharmacies.
- Efficiently assisted referring physicians and other health-care providers with information and appropriate resources.
- Worked with cross-functional resources to implement direct marketing programs.
- Worked closely with company executives to identify new business opportunities and routinely participated in the sales process.
- Managed projects and served as a primary liaison between the client and multiple internal groups to ensure clarity of goals and quality and adherence to deadlines.
- Complied with federal, state and company policies, procedures, and regulations.

## **EDUCATION**

B.S. in Business Management - 1992(Johnson & Wales University - Providence,

RI )

## **SKILLS**

Classroom Management And Organization, Customer Service, Office Setting, Some Typing, Ten-key Calculator, Give Attention To Detail, Personable And Dependable, Effective Time Management And Thoroughness.