

ROBERT SMITH

Senior Pastor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Management experience, various Production and Technical Levels Extensive background in Continuous Flow Manufacturing and Statistical Process Control (SPC) manufacturing concepts. ISO 9000 Trained Assessor.

CORE COMPETENCIES

MS Word, MS Excel, MS Power point, Auto Cad.

PROFESSIONAL EXPERIENCE

Senior Pastor

International Missionary Christian Center - 2017 – 2019

Key Deliverables:

- Manage day-to-day operations of the member church. Train leaders of the church, community, and youth groups.
- Respond to request for assistance during emergencies or crisis.
- Perform administrative duties such as overseeing building management, ordering supplies, and supervising the work of staff members.
- Consistently assumed additional responsibilities and worked extended hours to meet project deadlines.
- Prepared and cleaned construction sites by removing debris.
- Loaded and unloaded building materials used for construction.
- Prepare and deliver sermons or other talks. Organize and lead regular religious services.

Senior Pastor

ABC Corporation - 2012 – 2017

Key Deliverables:

- Successfully merged Cornerstones membership (previous pastorate) with Mt. Calvary.
- Reestablished ministries, promoting growth in Christian Education and Youth Ministry in a rural context.
- Established the television ministry as an outreach tool to South Atlanta and West Georgia residents.
- Ordained and trained Deacon candidates (current Deacon Board) to reinforce stable servant-hood.
- Casted a vision leading to the successful remodeling of administrative offices and the addition of six (6) classrooms for Christian Education.
- Managed church staff..

EDUCATION

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- Master of Science in Business Administration/Construction Management - (Everglades University - Maitland, FL)