

ROBERT SMITH

Senior Program Coordinator I

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Senior Program Coordinator provides support to the program, an industry-leading program that works closely with advisors as they leave the financial services industry

EXPERIENCE

Senior Program Coordinator I

University Of San Diego - FEBRUARY 2015 - 2020

- Provides first-level support for returning instructors scheduled to teach regarding their contracts, room requests, and course and enrollment management issues.
- Trains instructors in the use of the student information system.
- Reviews online courses in the Learning Management System for quality assurance.
- Schedules courses and sections in the enrollment database, collects all instructor hiring documents, creates and manages instructor contracts for approval, provides instructor training in the student enrollment system, maintains the master course calendar, processes instructor stipends, processes invoices, produces rosters, tracks course and section progress, and supports the development and delivery of all program and curricular needs.
- Processes grades, organizing mailings, assisting in marketing efforts, tracking expenses, tracking and posting textbook information, making travel arrangements, and scheduling conference venues.
- Creates sections in enrollment system to include section profile, instructor assignment, fees, budget, and grading.
- Maintains departmental email inbox (outlook), and efficiently handled incoming phone calls and face-to-face conversations with students daily.

Senior Program Coordinator

Delta Corporation - 2011 - 2015

- Include research and evaluation of new income generating opportunities prior to releasing them to private members.
- Ongoing communications and promotions to the online community of global investors to maintain a professional standard.
- Handle all lead generation campaigns to grow our member base using online and offline marketing techniques.
- Plans, develops, and implements all components of the operations and programming for the Therapeutics Program Coordinate special events, meetings, .
- Tucson, AZ August 2006 - August 2014 Responsible for developing, administrating, and ensuring operational success of the College of

Pharmacy .

- Enhanced collaborations with departments at the University of Arizona and other postsecondary institutions, both domestic and international.
- Prepared reports, agendas, letters, financial statements, training contracts, and invoices, using Microsoft word processing, Excel spreadsheets, and .

EDUCATION

- Master's In Human Services - 2016(Wilmington University - Dover, DE)

SKILLS

Curriculum Design, Development And Delivery, Training Needs Analysis.