

# ROBERT SMITH

## Sr. Skills Instructor

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

### SUMMARY

Maintains laboratory and classroom organization and cleanliness, Monitors classroom and student safety and immediately report safety concerns to appropriate manager.

### CORE COMPETENCIES

MS-Office, Working Skills.

### PROFESSIONAL EXPERIENCE

#### Sr. Skills Instructor

ABC Corporation - June 2003 – September 2012

##### Key Deliverables:

- Actively engages in retention activities including documented communication with both students and administration regarding attendance and progress.
- Submits assigned grading and attendance documentation on deadline.
- Provides assistance for the planning, development, and maintenance of program curriculum.
- Works with the Department Chair/Director of Education/Academic Dean to resolve student concerns.
- Provides each student course syllabi on the first day of class.
- Grades tests, projects, and other assignments in a required timeframe.
- Records and maintains accurate student attendance and grade records.

#### Skills Instructor

ABC Corporation - 1998 – 2003

##### Key Deliverables:

- Responsibilities Helped individuals with mental disabilities fo everyday task.
- Helped clean and maintain a residents home woth help from other staff.
- Feeding and and laundry duties were done.
- More house hold chores were done at this job.
- Skills Used My outstanding people skills and my listening skills were used at first.
- After a while I used what I learned to run a house on my own..
- Created classes with Microsoft PowerPoint on workplace ethics and job-related injuries.

### EDUCATION

- Associates of Applied Science in Healthcare Management - August 2014(Nashville State Community College)