

# ROBERT SMITH

## Sports Official

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Degreed professional with versatile and responsible experience in management and leadership. Possess strong problem-solving skills and an ability to manage and complete time-sensitive projects. Works effectively in both self-managed and team-based projects. Able to meet highest standards of integrity, compliance and internal controls. Excellent interpersonal skills, professional and assured manner, with the ability to maintain absolute confidentiality.

**2006 - 2006**

### **SPORTS OFFICIAL - ABC CORPORATION**

- Established communication with coaches, players, sponsors, and helped maintain a friendly competitive atmosphere.
- Ensured the proper use and care of the facilities and equipment used while enforcing safety.
- Able to communicate effectively with the public and to resolve conflicts in a professional, tactful manner.
- Worked efficiently with other students and managerial staff.
- Remained unbiased and treated coaches, players, volunteers, and fans in a manner that was free of discrimination.
- Educated new officials on the rules and regulations of various sports and conducted training sessions to help improve and update the skills of sports officials, providing feedback on their strengths and weaknesses.
- Effectively communicated with other officials Setting up the field before games Knowledge of the rules and regulations Maintaining a clean work area.

**2001 - 2006**

### **SPORTS OFFICIAL - DELTA CORPORATION**

- Sports official for baseball, softball, football, basketball Accomplishments Rising through the ranks to officiate varsity and college level games.
- Skills Used Knowledgeable in all areas of play.
- Enforced official rules.
- Handled scores and time keeping.
- Managed game flow.
- Officiate Games with time management skills Check in student players with critical thinking skills Make sure all equipment was checked in and out.
- Sports official for baseball, softball, football, basketball Accomplishments Rising through the ranks to officiate varsity and college level games.

## **EDUCATION**

GED

## **SKILLS**

Adobe Acrobat, Studying Microsoft Excel, Studying Rosetta Stone.