Robert Smith

Student Activities Coordinator

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain a part-time Student Activities Coordinator position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

WORK EXPERIENCE

Student Activities Coordinator

ABC Corporation - August 2000 – June 2002

Responsibilities:

- Coordinated various student activities and services including developing, organizing, coordinating, and advising various clubs, cultural, educational, and social programs for a diverse student population, staff, and community leaders.
- Coordinated a variety of student club activities including monitoring budgets assuring proper administrative approval for club expenditures and advise student representatives on policies, procedures, and other related matters.
- Assisted student government programs and boards with developing and organizing activities, services, and promotion of the Associated Student body.
- Maintained a variety of records regarding club and event budgets, promotional materials, and evaluation of special events; develop student activities policies and procedures.
- Maintained appropriate contact with existing club advisors.
- Promoted the creation and development of new clubs and identification of new club advisors and develop and offer orientation meetings for new club members and advisors.
- Planned, coordinated, and supervised the preparation and dissemination of publications related to student clubs, activities, and affairs to students, staff, and the community.

Student Activities Coordinator

Delta Corporation - 1999 – 2000

Responsibilities:

- Communicates effectively with Program/Department Chairs and faculty regarding student engagement and outreach.
- Oversees the creation of Student Advisory Board activities by conducting monthly meetings and engaging in campus-wide involvement.
- Maintains primary responsibility along with Program/Department Chairs for achieving student re-entering college.
- Provide one-on-one coaching and assistance to students with educational needs, to determine the ideal career.
- Planned and organized student activities on campus.
- Completed office duties regularly.

SKILLS

Customer Service, Administration, Adobe Photoshop, Inventory Management, Bookkeeping, Receptionist, Coordinator, Excel, Microsoft Office Suite.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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- Planned and produced ideas for student interests.

Education

Diploma

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