ROBERT SMITH

Summer Camp Counselor

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SUMMARY

Looking for a clinical job within healthcare. Certified phlebotomists but would love to work more with patients by taking vitals, etc. I also work well with computers, Well-organized, and learn quickly.

CORE COMPETENCIES

Certified In CPR/First Aid, Certified In Darkness To Light, Microsoft Office, QuickBooks, Office Assistant.

PROFESSIONAL EXPERIENCE

Summer Camp Counselor

ABC Corporation - June 2012 – August 2013

Key Deliverables:

- Handled daily pick-up and drop-off of children.
- Planned activities for all weather types, indoor and outdoor.
- Planned and adapted age specific activities to include all children.
- Monitored kindergarten, elementary, middle school age children and counselors in training.
- Children presented with varying degrees of growth and development.
- Monitored children on field trips and planned for age appropriate care.
- Supervised the children for overnight experiences.

Summer Camp Counselor

ABC Corporation - 2010 – 2012

Key Deliverables:

- Supervised a group of 25 children ages 3-4 years old on daily basis.
- Provided daily care and activities on age appropriate level such reading, math, computer skills and techniques.
- Maintain a daily activities log to report the daily achievement of each child.
- Check in children and received weekly payments.
- Provided a safe and clean environment at all times.
- I believe that I impacted majority of the children and made them want to learn more and get outside more for daily exercise.
- Skills Used I demonstrated supervision skills, math, reading, writing, and computer skills, customer service, and being able to communicate effectively with parents, children, co-workers, and supervisors..

EDUCATION

- Bachelors of Science in Sociology - August 2010(Clemson University - Clemson, SC)

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