

# ROBERT SMITH

## Asst. Swimming Instructor

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### SUMMARY

Looking for a full-time position in the areas of Business, Economics, Finance, or Accounting. Result oriented, hard worker, organized and good time management. Knowledge in Microsoft Office applications.

### CORE COMPETENCIES

Microsoft Office, Filing, Communication Skills, Customer Service, Independent and Team worker.

### PROFESSIONAL EXPERIENCE

#### Asst. Swimming Instructor

ABC Corporation - 2005 – 2007

##### Key Deliverables:

- Monitored and ensured the safety of each trained group with zero accidents.
- Achieved full satisfaction from customers based on direct feedback.
- Collaborated with other instructors to schedule and group class participants.
- Supervise younger camp counselors and provide assistance during out of the pool activities.
- Developed a swimming program for children during summer camp.
- Monitored student progress and provided detailed evaluations regarding development.
- Instruct students in swimming skills and provide safety precaution information.

#### Asst. Swimming Instructor

ABC Corporation - 2004 – 2005

##### Key Deliverables:

- Support head coach with administrative matters relating to the practices classes and performance as well as interaction with parents.
- Engaged with parents and cultivated relationships to create a collaborative swim team environment.
- Enforced all rules of sanitation and care of the pool as required by State Law.
- Cleaned pool area office guardroom deck and surrounding areas.
- Volunteered with Red Cross.
- Volunteered at Herndon Old Home.
- Organized fundraising dinners for Adams Center..

### EDUCATION

- BS