

ROBERT SMITH

Asst. Testing Coordinator

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Professional who values being part of a team, business ethics, and personal growth. Logical and analytical with a strong desire to be challenged and an appetite for knowledge. Resourceful and creative problem solver who is determined to be successful and help those around him succeed.

EXPERIENCE

Asst. Testing Coordinator

ABC Corporation - OCTOBER 2005 - OCTOBER 2007

- Validated requests for Testing Services.
- Completed and maintained the Test Center worksheet for assigned releases (Project/Service).
- Identified the appropriate Environment Stewards needed for assigned testing efforts.
- Scheduled and prepared the project team for the TCRB process.
- Improved student achievement by performing a variety of administrative duties including administering OAKS assessments, planning schedules.
- Maintained the Testing Centers web site.
- Collaborated in the creation of the Student Intake System and maintain its upkeep.

Testing Coordinator

Delta Corporation - 2004 - 2005

- The test coordinator, as the principals designee, coordinates tests, maintains test security, monitors online and paper/pencil test administrations, .
- The test coordinator will be responsible for developing a school wide test plan, observing FERPA, organizing and preparing secure test materials for .
- Assist in the development in Testing Services Employees Collaborate with Technical Services to maintain test center equipment and computer software .
- Serve as contact person for all yearly testing (NYS Regents, PSAT, NYSLAT) Coordinate test administration, delivery and pickup of test materials, .
- Validate requests for Testing Services.
- Complete and maintain the Test Center worksheet for assigned releases (Project/Service).
- Identify the appropriate Environment Stewards needed for assigned testing efforts.



EDUCATION

- BS in Computer Information Systems - (DeVry Institute of Technology)

SKILLS

Education, Counseling, Training & Development, Coaching, Sales.