

# ROBERT SMITH

## Volunteer Program Coordinator

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### SUMMARY

A creative support Volunteer Program Coordinator professional with a record of increased responsibility. Proficient in prioritizing and completing tasks in a timely manner, yet flexible to multitask when necessary. Customer/client-focused with diverse industry experience including Project coordination, Program coordinator, and Human Resources. Enjoys learning new programs and processes. A team player that is attentive to detail and ability to work in a fast-paced environment. Excellent oral and written communication skills.

### SKILLS

Languages: Highly Proficient In Swahili; Intermediate Proficiency In French; Computer: Proficient In Microsoft Office.

### WORK EXPERIENCE

#### Volunteer Program Coordinator

ABC Corporation - 2012 – 2015

- Oversaw programs as assigned.
- Developed and maintained a positive working relationship with the program personnel and community partners.
- Organized community activities/events when deemed necessary.
- Planned and coordinated meetings with staff and community partners as directed.
- Handled bank deposits and withdraws Organize and work closely with an effective, dynamic volunteer/staff base to insure program implementation.
- Increased awareness regarding HIV/AIDS prevention and promoting programs that are available that improve the quality of life for people affected in low-income areas.
- Followed all guidelines of the program curriculum or expectations with a high level of detail and accuracy.

#### Volunteer Program Coordinator

Delta Corporation - 2007 – 2012

- Directed and administered transportation and tutoring schedules Promoted and marketed the program through a presentation booth during club fairs.
- Restored volunteer program by recruiting, supervising and training 10 committed college student volunteers from 3 universities.
- Taught sexual education classes at a local high school.
- Reviewed grant applications and archived grant programs.
- Planned and implemented social program in its entirety Team-based Solicited donations and marketed event in community.

- Planned and managed itineraries in the San Francisco Bay Area for visiting scientists, mathematicians, educators, activists, and social workers .
- Liaison to school, community social service agencies to provide information about Parents Helping Parents Program Recruitment of sponsors for .

## SCHOLASTICS

- B.S. In Business Administration - 2007(Bob Jones University - Greenville, SC)