ROBERT SMITH

Youth Coordinator/Manager

E-mail: info@qwikresumc.com **Phone: (0123)-456-789**

SUMMARY

Experience in employment with Computer software, data entry, invoicing and secretarial skills. volunteered and worked over interested in part-time hours and a morning schedule.

SKILLS

Detail Oriented, Customer Focused, Proficient In Microsoft Word, Problem Solving.

WORK EXPERIENCE

Youth Coordinator/Manager

Paraprofessional - September 2009 – 2019

- Responsible for building relationships with urban young people and young adults, lifelong learning and academic development.
- Develop, plan, and implement academic activities and workshops related to a transition to college.
- Work with In-School Training Coordinator to plan a college fair and college tour.
- Work with Youth Technology Coordinator to implement and coordinate educational technology programming.
- Work closely with Education and Career Development Team appropriate to middle- and high-school youth.
- Assess students academic performance and needs through and track academic progress.
- Develop and oversee interactive homework assistance in the Learning Center.

Youth Coordinator/Manager

Harambee House Inc. - 2008 – 2009

- I serve as the Project Manager, coordinating all of the events of the organization.
- Also serve as my Executive Director, Dr.
- McClains assistant.
- My greatest responsibility is serving as the Youth Coordinator of the Black Youth Leadership Development Institute, which is one of the greatest projects of the Harambee House that consists of youth development and leadership, community work and international affairs.
- I began as a summer intern in 2010.
- Since 2010, I have been promoted twice and is a major contributor to this great nonprofit organization and my community in which I serve.
- Skills Used Communication Skills, Computer skills, Teamwork Building, Community involvement, Leadership skills, Capacity Building, Grassroots Organizing.

SCHOLASTICS

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