

# ROBERT SMITH

## Associate Advocate

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Graphic artist skilled in a variety of designs, logos and marketing packages designed to strengthen business competence. Also I am a trained rape and domestic violence crisis counselor who has worked with many clients and agencies.

## EXPERIENCE

### Associate Advocate

#### ABC Corporation - OCTOBER 2014 - JUNE 2015

- Provided advocacy for victims of sexual assault and domestic violence through in-office crisis counseling and safety planning.
- Provided telephone counseling and helped run 24-hour crisis hotline.
- Provided legal accompaniment to Family Courts and helped clients with obtaining orders of protection against their batterer.
- Accompanied clients to Department of Social Services to help with emergency financial assistance and assistance with obtaining an apartment.
- Worked in concert with domestic violence shelters in the nearby area to help victims in desperate need of shelter away from their batterer.
- Ran weekly support groups with former and current victims of domestic abuse.
- Gave presentations to other agencies and medical professionals in the area regarding signs of domestic and sexual assault as well as ways to best serve those clients.

### Advocate

#### ABC Corporation - 2011 - 2014

- Participated in Patient Assistance program (PAP)
- Served as a liaison for the patients and the pharmaceutical suppliers
- Assisted patients in completing applications, obtaining doctor signatures, and submitting applications
- Type, file, sort and process materials, maintain records, process records, compose and edit reports and correspondence
- Prepare and complete a variety of forms and documents
- Gather information, provide information to the public concerning departmental or county operations
- Operate a variety of equipment including but not limited to computer terminals, duplicating machine, fax, calculators, and ten-key.

## EDUCATION

- Theatre Arts - 1999(Marymount Manhattan College - New York,