

# Robert Smith

## Senior Advocate

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## SUMMARY

Looking to obtain a position that will enable using working skills, educational background, abilities, and experiences to further expand knowledge and work ethics in a positive environment and become an asset to the company.

## SKILLS

Scheduling, Medication Administration, Money Management, Leadership Training, Mental Health.

## WORK EXPERIENCE

### Senior Advocate

ABC Corporation - May 2012 - June 2012

- Assist members by processing their orders and mailing them catalogs quarterly as well as helping them track any orders that are taking longer.
- Responsible for researching, resolving, and advocating members health insurance/access to care.
- Reviewed daily performance reports.
- Office computer work advocate with residents about their goals and needs and feelings.
- Event planning, meal planning, and ordering medications.
- Managing money and bringing people out into the community.
- Responsible for answering any and all phone calls, and performing all personal care for vulnerable adults.

### Senior Advocate

Delta Corporation - 2009 - 2012

- Assist members by processing their orders and mailing them catalogs quarterly as well as helping them track any orders that are taking longer.
- Responsible for researching, resolving, and advocating members health insurance/access to care.
- Reviewed daily performance reports.
- Office computer work advocate with residents about their goals and needs and feelings.
- Event planning, meal planning, and ordering medications.
- Managing money and bringing people out into the community.
- Responsible for answering any and all phone calls, and performing all personal care for vulnerable adults.

## EDUCATION

Certificate in Paralegal - September 2015(University of California - Los Angeles, CA)