

Robert Smith

Asst. Interim Executive Director

PERSONAL STATEMENT

Interim Executive Director administers, directs, and coordinates all activities of the Center to assure that the highest degree of quality of care is consistently provided to residents.

WORK EXPERIENCE

Asst. Interim Executive Director

ABC Corporation - December 2014 - September 2015

Responsibilities:

- Communicated with the Board of Directors with monthly meetings, developed effective company policies as to ensure the mission statement of Brighter Day Residence was fulfilled at all times.
- Communicated directly with individuals served by Brighter Day Residence, their families, guardians and legal representatives.
- Ensured all company union constraints were balanced with the needs of the persons served of Brighter Day Residence.
- Developed a quality improvement plan, and started this plan by the due date of December 31, 2014, successfully meeting this challenge since hire date was 12/22/2014.
- Attended annual meetings for individuals served.
- Enforced the expectation of staff accountability within each department to instill accurate program and individual goals, as well as to follow physician orders.
- Established marketing strategies; driven to fervently bring forth a positive company image in the community which brought a noticeable improvement in staff recruitment and retention.

Interim Executive Director

Delta Corporation - 2012 - 2014

Responsibilities:

- Managed and oversaw the budget and operations of a statewide network of qualified outpatient sex offender treatment providers in all state prisons.
- Worked with a team of Assistant Program Directors in overseeing the overall administration of the program and who are responsible for a team of.
- Senior-level management overseeing a probation/parole or behavioral health system; supervising work of all assistant directors, case managers and/or.
- September 2010-October 2012 Coordinated the annual gala for 300 guests Coordinated Fleet Week Events for over 1k attendees Acted as interim Executive.
- and 2006 Facilitated and supported HTSCC from initial discussion phase, through program development and planning phase, through successful \$20 .
- Recruited and hired initial permanent staff.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Administration,
Networking,
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

- Served three additional terms as interim director during staff transitions.

Education

Bachelor's in Business and General Studies - (Anoka Ramsey Community College)