

# Robert Smith

## *Sr. Interim Executive Director*

### PERSONAL STATEMENT

Focused and results-driven communications professional with nearly 18 years of internal and external communications, marketing and creative development experience.

### WORK EXPERIENCE

#### *Sr. Interim Executive Director*

**ABC Corporation - November 2013 - March 2014**

##### *Responsibilities:*

- Responsible for the oversight of the operation of North Dakota Teen Challenge including development, control, utilization, and conservation of the physical and financial assets of the program and the recruitment and direction of the staff.
- Responsible for developing, maintaining, and communicating the organizations goals and objectives.
- This includes all long-term and short-term plans, objectives and policies based on the nature and extent of life-controlling problems in the community, the nature and extent of funding and other resources available, and federal, state, and local developments affecting the program; Represents the organization to major customers, shareholders, the financial community, and the public.
- Responsible for the timely development of reports which describe the programs operations, effectiveness, budget and financial statements.
- Ensures that the administrative, program, and public relations functions of the ministry are established with a formal means of accountability.
- Responsible for hiring, firing, and evaluating staff performance and determining staff compensation.
- Oversees annual employee performance appraisals and provide clear and concise guidance on a consistent basis when performance does not result in achieving the goals that are outlined in employee job descriptions.

#### *Interim Executive Director*

**Delta Corporation - 2012 - 2013**

##### *Responsibilities:*

- Oversight and development of Education programs that fill the academic gap in the Coachella Valley and Inland Empire ( some day-to-day operational.
- Oversight of partnerships Head Start, California Department of Education Child Development Divisions and Charter School funding(s).
- Areas of responsibility Direct supervision of 5 Program Managers Executive administrator of Department of Education Department of Health and Safety.
- Interim executive director of the North Dakota Corn Utilization Council and North Dakota Corn Growers Association.
- Managed day-to-day operations of the office Supervised staff members

### **CONTACT DETAILS**

1737 Marshville Road,  
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### **SKILLS**

Microsoft Office,  
Management,  
Management, Medical  
Terminology, Leadership.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

Assisted in developing communications pieces, including writing and editing.

- Recruited by Board of Directors to plan for long term viability by evaluating current business operations, development of five year strategic plan.
- Interim senior leader responsible for overall facility and financial management while obtaining highest census in 5 years.

## **Education**

Bachelor of Science in Ministry and Bible - (Baptist Bible College - Springfield, MO)