

# Program Consultant

## ROBERT SMITH

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### Objective

To find a position which will utilize both technical and program knowledge as well as leadership skills, and help them decide which styles are flattering and communicate the appropriate message.

### Skills

Communication Skills, Organized.

### Work Experience

#### Program Consultant

**ABC Corporation** - July 1998 - June 2003

- Interpreted federal and state guidelines, regulations, and laws to develop policies and procedures for E&T programs.
- Provided technical assistance on program issues.
- Coordinated data collection and reporting for E&T programs.
- Provided user training on the system and performance management.
- Responsible for state-level reporting to the federal government.
- Worked with local areas in resolving problems with their data.
- Wrote requirements to build the initial JobLink system.

#### Program Consultant

**ABC Corporation** - 1996 - 1998

- Tampa, Florida.
- January, 2007-December, 2010 Background Information Dowdell Middle Magnet School is located in Tampa, Florida, FL.
- Dowdell is ranked 44th among 52 ranked middle schools in the Hillsborough School District.
- MAJOR ACCOMPLISHMENTS Enhanced college awareness and created a "college going" environment among students and parents/guardians.
- Implemented improved academic pathways for grades 6th - 8th while working collaboratively with district office, administrators and teachers.
- SUMMARY OF ACCOUNTABILITIES Partnered with principal and vice-principals, guidance counselors, and teachers to initiate systemic change to accelerate college readiness, student learning outcomes, student motivation and parental engagement..
- This is Dummy Description data, Replace with job description relevant to your current role.

### Education

paralegal - 1976(Washburn University)