

Robert Smith

Program Consultant III

CONTACT DETAILS

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

SKILLS

Analytical Skills,
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

A consultant is someone who has some level of expertise that a particular group of people find valuable, and people within that group are willing to pay the consultant to access their expertise.

WORK EXPERIENCE

Program Consultant III

The Florida State University - July 2005 - 2020

Responsibilities:

- Provided on-going consultation with a multidisciplinary team of home visiting professionals about case studies, project protocol, and funding requirements.
- Created working documents for reports submitted to the courts, Juvenile Probation Officers, and case managers.
- Assisted in writing and implementing the policies and procedures for program operation.
- Contributed to the FSUs evaluation team to gather, organize, and analyze program data since the projects inception in 2005.
- Assisted in writing reports and grants for additional funding opportunities.
- Supported pregnant/parenting teen mothers involved in the delinquency and/or dependency systems.
- Increased exposure to the arts for youth and create positive theatrical experiences that will aid in preventing juvenile delinquency.

Program Consultant

ABC Corporation - 2003 - 2005

Responsibilities:

- Overview and Responsibilities Managed trainee and volunteer recruitment and operations for two weekly programs in the Washington, DC region (housed at the Gallup Organization headquarters).
- Oversaw five Volunteer Program Officers and 40 volunteer professional mentors, in the provision of high-quality career development services, including instruction and mentoring to motivated low-income adults.
- Also assisted the Senior Director in strategic planning and cultivating relationships with community partners.
- Key Contributions Implemented a year-round recruitment strategy to cultivate a strong trainee applicant pipeline; this resulted in a 50% increase in new trainee recruitment and a 20% increase in new, high-yield, community partners for three consistent cycles.
- Enforced new management systems to streamline organizational operations and transition into Salesforce.
- Strategic planning, trainee recruitment and cultivating relationships with community partners.
- Skills Used Strategic planning, program management, stakeholder engagement, public speaking/ presentations, business communication,

writing, trainee recruitment, etc..

Education

Master of Science in Criminology - (The Florida State University)