

Robert Smith

Community Advocate/Representative

PERSONAL STATEMENT

A self-motivated, professional, punctual and courteous individual that is proficient in all of the standard Office desktop software seeking the opportunity to secure a challenging position.

WORK EXPERIENCE

Community Advocate/Representative

Humboldt State University - 2014 - 2020

Responsibilities:

- Built community, plan programs and created a welcoming home environment for residents and others around campus.
- Planned monthly programs and make sure that residents are having fun and enjoying their college experience.
- Worked closely with housing staff members, as well as faculty on campus and other on and off-campus resources.
- Recently nominated for the Brian Lorensen Residence Life Staff Award.
- Created all of the layouts for the magazine, as well as place all content onto the pages and once an issue is complete.
- Packaged them and send them to the printing company.
- Communicated with the public Assessing the needs of the community.

Community Advocate

ABC Corporation - 2011 - 2014

Responsibilities:

- Recruited family members in the geographic area of Macon GA to engage in the Macon Childrens Promise Neighborhood Process.
- Establish and grow leads for individuals to have available access to tools or information needed to achieve desired goals.
- Participated in focus groups and community meetings.
- Assure Staff and partners understand residents viewpoints and assure the viewpoints are reflecting Macon Promise Neighborhood plans and program.
- Plan and orchestrate charity event to improve the growth of low poverty community.
- Collect demographic, health, and household surveys of Macon Georgia geographic low poverty area to obtain information on low-level resources in order to strengthen communities.
- Ensured accurate data collection and provide accurate interpretation of data collection to facilitator staff..

Education

- (Murrieta Mesa High School - Arcata, CA)

CONTACT DETAILS

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

SKILLS

Technical Skills, Decision
Making Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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