

ROBERT SMITH

Program Consultant II

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To secure a position in which can utilize the following skills, experience, and knowledge. Service-focused social worker and program consultant with a strong commitment to serving the need.

APRIL 2004 - JUNE 2007

PROGRAM CONSULTANT II - ABC CORPORATION

- Responsible for the administration of Indianas Early Intervention.
- Programmed Coordination of several statewide offices.
- Oversight of teams of Quality Reviewed grantees.
- Attended file reviews, Coordinated local efforts.
- Maintained adherence to Federal mandates and specific program laws and statutes.
- Developed and maintained strong community alliances with county/state agencies, local education personnel, hospitals, medical professionals.
- Reviewed and investigated allegations of violations of State and Federal laws regarding Early Intervention, as well as allegations of billing fraud.

2001 - 2004

PROGRAM CONSULTANT - ABC CORPORATION

- Managed multiple projects concurrently to meet reading consultants deadlines.
- Used knowledge and expertise of territory to implement expansion opportunities in existing and new schools/districts.
- Proactively reached out to schools/district offices regarding program implementations, professional development, pricing issues and proposal follow-up.
- Formulated and carried out strategies in conjunction with sales executives to expand into existing schools, districts and territories, including special events.
- Determined customer requirements and expectations in order to recommend specific products and solutions.
- Responsible for submitting Requests for Proposals (RFP)..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelors in Social Work - (University of Indianapolis - Indianapolis, IN)

SKILLS

Communication Skills, Management.