

Robert Smith

Asst. Program Consultant

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SUMMARY

Highly skilled in analyzing, interpreting and executing multi-disciplinary organizational projects. Proven leader and manager of national, local and community resources, volunteers and staff.

SKILLS

Management, Human Services, Administration.

WORK EXPERIENCE

Asst. Program Consultant

Can Do Multiple Sclerosis - September 2014 – 2020

- Led the coordination and implementation of evaluation and relating to over 725 public housing families.
- Hired and trained 5 outreach workers and one receptionist.
- Identified and coordinated outreach and telephone interviews with consumers.
- Facilitated community meeting on expectations and questions and answers revolving move off-site.
- Housing Authority, Board members, and community leaders in a developed work plan.
- Hired staff and completed the project ahead of schedule.
- Directed clients in proper nutritional eating habits based on the model established by Jenny Craig International.

Program Consultant

ABC Corporation - 2009 – 2014

- Hired, trained, supervised and mentored 10-15 sales people, motivated staff to meet / exceed established sales goals and objectives by developing effective sale strategies.
- Ensured employees provided highest standards of customer satisfaction and quality service at all times.
- Monitored and reported sales volumes, financial and business transactions.
- Responsible for client satisfaction and generating new cliental.
- [Generated 2-4 new clients a month] Ensured clients with highest standards of customer satisfaction and quality service at all times.
- Top seller with averages sales between 7000-11000per month of food and products..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master of Human Services in Human Services - (Lincoln University - Lincoln, PA)