

# ROBERT SMITH

## Community Advocate I

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Full time position in an office environment, where there is a need for a variety of office administration skills such as computer operation, data typing, front office services, and database program's.

## EXPERIENCE

### Community Advocate I

#### ABC Corporation - JULY 2004 - MAY 2005

- Worked with individuals, small groups, or large groups as assigned.
- Provided programmed practice activities and repetitions as developed by the therapist or pathologist.
- Assisted with mobility needs such as lifting and positioning clients, lifting in and out of wheelchairs.
- Transported clients in and around the community and on field trips.
- Answered inquiries by clarifying desired information; researching, locating, and providing information.
- Sold additional services by recognized opportunities to up-sell accounts; explained new features.
- Responsible for communicating with residents in poverty-stricken neighborhoods to assess the needs of the communities.

### Community Advocate

#### ABC Corporation - 2002 - 2004

- Community Advocate Facilitated male involvement groups.
- Instructed student using The Making a Difference Curriculum.
- Assigned students to community agencies for volunteer experiences.
- Planned and conducted community job and health fairs.
- Planned and Organized Men-2-Men Initiative.
- Planned and developed Palmetto Healthy Starts Fatherhood Initiative.
- Facilitated Fatherhood Support Groups Accomplishments Planned, Organized, and Started Men-2-Men Initiative, Helped Planned and Developed Palmetto Healthy Start Fatherhood Initiative Skills Used Planning and Organization Skill and Team work.

## EDUCATION

- - 2011(Cerritos College - Norwalk, CA)

## **SKILLS**

Communication Skills, Management.