

# Robert Smith

## Summer Camp Counselor/Administrator

### PERSONAL STATEMENT

Highly qualified Summer Camp Counselor with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

### WORK EXPERIENCE

#### **Summer Camp Counselor/Administrator** **ABC Corporation - June 2014 - August 2014**

##### *Responsibilities:*

- Greeted camp participants in a positive, upbeat manner and introduced them to other participants.
- Conducted a one-on-one with participants new to summer camps.
- Explained principles, techniques, and safety procedures to camp participants with demonstrated use of materials/equipment in a fun, engaging manner to ensure that each participant understood them.
- Organized, lead, and promoted interest in activities such as arts, crafts, sports, games, nature walks, campfire cooking, and sing-a-longs.
- Responded to group problems by evaluation, employing tact and redirection, with intervention as needed.
- Communicated regularly with camp director to provide updates.
- Encouraged participants to develop their own activities and leadership skills through group discussions.

#### **Summer Camp Counselor** **ABC Corporation - 2009 - 2014**

##### *Responsibilities:*

- Provided care and supervision for a non verbal, autistic, 19 year old male.
- Took client into the community on a daily basis and provided him interaction with family and friends.
- Taught client some simple sign language and helped him learn to use his picture book.
- Provided client with the opportunity to engage in various physical activities (swimming, hiking, walking, basic household chores, and sports).
- Provided client with the opportunity to engage in various social activities (amusement parks, state parks, zoos, shopping malls).
- Helped client to express his creativity through showing him how to make various crafts (tye dye, sand art, coloring, and photographs).
- Scholarship May 2007-May 2008 Northumberland County Children and Youth Services CWEB Internship Recipient from the University of Pittsburgh.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Cash register operation,  
Microsoft Excel,  
Microsoft Word,  
punctual, organized,  
accelerant learner, and  
cooperative.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

High School Diploma in General Studies - 1989(Grapevine High School - Grapevine, TX)