

## Jr. Interim Executive Director

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Over 25 years of executive level management and leadership in all administrative functions including operations management, human resource management, operations management and facility management. Extensive experience in event coordination, Board relationships and nonprofit leadership.

## Skills

Quickbooks, MS Office, Google Drive.

## Work Experience

### Jr. Interim Executive Director

#### Search To Involve Pilipino Americans - July 1999 - 2020

- Managed all human resource activities; coordinate recruiting processes, new employee orientation, write job descriptions and recruitment ads, background checks; maintain employee records and benefits, maintain employee handbook; develop employee relations and communication.
- Developed and implemented employee evaluation process; coordinated employee training and education requirements.
- Developed, recommended and implemented compensation and benefits programs.
- Oversaw workers compensation and disability claims.
- Recommended staffing needs.
- Advised managers on policies and procedures regarding employee discipline and employee relations.
- Reviewed program contracts and ensures administrative compliance.

### Interim Executive Director

#### Delta Corporation - 1994 - 1999

- Responsible and accountable to a 35 member Board for the cost effective operation of this private 600-member organization.
- Operate new product development; expand services, marketing including area development, public-private partnerships, strategic planning, business.
- Agreed to assist this group for a one-year period.
- Oversaw the operations of the organization including reviewing financial data, personnel management, and program development and implementation.
- Role Serve as interim Executive Director accountable for the leadership of Elm Terrace Gardens Skilled Nursing Facility and Personal Care Units.
- Assumed overall responsibility for 91 independent living apartments, 51 assisted living apartments, 16 assisted living memory care apartments - .
- March 2015).

## Education

MA in Public Administration - (California State University)