

ROBERT SMITH

Community Advocate/Representative

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SUMMARY

People should be able to live their lives violence free period. Able to afford food and basics needs like housing and clothes.

CORE COMPETENCIES

Customer Service, Problem Solver, Quick Learner.

PROFESSIONAL EXPERIENCE

Community Advocate/Representative

ABC Corporation - March 2009 – May 2013

Key Deliverables:

- Assisted Individuals with mental disabilities in a residential and or community setting with everyday activities and events.
- Observed, received, and otherwise obtain information from all relevant sources concerning an individuals overall well-being in their community.
- Established and Maintained Interpersonal Relationships.
- Developed constructive and cooperative working relationships with others, and maintaining them over time.
- Communicated with Supervisors, Peers, or Subordinates.
- Provided information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail.
- Maintained the health of the individual mentally and physically.

Community Advocate

ABC Corporation - 2005 – 2009

Key Deliverables:

- Assigned and lived in a residence hall on campus, responsible for fostering a sense of community while promoting a safe, quality environment for students.
- Required to plan, facilitate, and collaborate with a team to execute large and small events around the topics of environmental justice, social justice, and academic development.
- Participated in and led on campus councils that advocated for students needs, desires, and rights.
- Performed safety rounds weekly, and enforced housing policy at all times.
- Wrote professional incident reports and executed other administrative tasks.
- Connected students to resources on campus and in the community.
- Mediated conflict resolution with students, and collaborated with my supervisor to determine appropriate interventions..

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Diploma