

# ROBERT SMITH

## Jr. Area Coordinator

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To obtain a position that utilizes the skills I have developed over the years directing programs, determining strategic direction, developing employees, building and maintaining community partnerships and fiscal management.

## EXPERIENCE

### Jr. Area Coordinator

#### ABC Corporation - OCTOBER 2002 - DECEMBER 2004

- Hired, supervised and trained approximately 15 direct support professionals.
- Assessed, wrote and implemented client-centered plans, as well as collected and analyzed data regarding outcomes achieved.
- Developed and maintained relationships with clients, families and external partners which lead to increased satisfaction with services in survey results.
- Liaised between area support professionals and management at the central agency.
- Grew community-based program increasing services provided by 60%.
- Managed caseload of 35 to 40 clients experiencing a combination of mental health diagnoses and/or intellectual disabilities.
- Wrote and updated policy and procedure manual for use by case managers, as well as ensuring the program operated in accordance with state regulations.

### AREA COORDINATOR

#### ABC Corporation - 1999 - 2002

- Develop and manage the Assets overall five year multifunctional plan.
- Promote the necessary dialogue to ensure that the proposed activities support/enhance the Assets strategies.
- Facilitate Prioritization, Planning and Scheduling 5Yr/8Q, 6/12 week, and frozen schedule meetings.
- Document, communicate and assist with resolving any changes or conflicts to the assets strategy.
- Assist in the implementation of the new Area Planning strategy.
- Responsible for an annual budget of >250 Mil.
- for maintenance, capital projects, and turnarounds..

## EDUCATION

- B.A. in PSYCHOLOGY AND SOCIOLOGY - (WARTBURG COLLEGE - Waverly,

IA)

## SKILLS

Slab Granite, all phases, Scheduler, Retail Sales,.