

# Robert Smith

## Interim Executive Director

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## SUMMARY

Over twenty years early childhood education experience. Seventeen years as the Director of Concordia's Summer Enrichment Camp. Over seven years as Senior Director of a national, non-profit educational, environmental program for school children, sponsored by Excellent communication skills and well-organized. Skilled at collaborating and working well with others. Proficient and detail-oriented.

## SKILLS

Data Entry, Microsoft Office Suite, Shorthand, Customer Service, Sales & Marketing, Healthcare, Computer Savvy, Accounting.

## WORK EXPERIENCE

### Interim Executive Director

Kids Base & The Little School - August 2015 - 2020

- 10583 Hired staff to bring school up to full staffing, as well as substitutes, and a music specialist.
- Completed classroom placements for children and staff.
- Ensure that accident reports are correctly filled out and addressed.
- Facilitated all required staff trainings to meet OCFS standards in order to secure and maintain schools licensure.
- This required meetings and phone calls with the licensor and board hired consultant.
- Met with OCFS consultant regarding inspection of health and safety of facility for license.
- Met with Westchester County food and safety inspector to maintain license for OCFS.

### Interim Executive Director

Delta Corporation - 2014 - 2015

- Organized accounting procedures and files for audit - Implemented cash/check handling procedures - Created and implemented staffing plan and policies,.
- ITC provides exceptional leadership and professional development in higher education to its network of eLearning practitioners by advocating, .
- Licensed Health Facilities Administrator for 99-bed health campus, with 72 comprehensive and 27 residentially licensed beds.
- Responsible for the day-to-day operations of the campus.
- short term assignment w/ Professionals for Nonprofits) Initial set up organizational systems for new US foundation for an international NGO.
- Planned and implemented first fundraising event at the Metropolitan Museum of Art.
- Set up basic business systems, developed a fundraising strategic plan and a board development plan.

## EDUCATION

NYC - (Kids Base and the Little School)