
Lead Mentor Resume

Job Objective

Seeking a challenging position as a Lead Mentor where my skills and knowledge will add value to organization.

Highlights of Qualifications:

- Substantial experience of providing leadership and guidance to assigned team of mentors
 - Extensive knowledge of child development factors and adult developmental disabilities
 - Commendable knowledge of workplace safety and accident prevention practices
 - Familiarity with documentation work and report writing tasks
 - Ability to collaborate with all department staff members, in a positive and productive manner
 - Ability to create and execute mentoring programs and activities, efficiently
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Professional Experience:

Lead Mentor
Learning Care Group, New York, NY
August 2012 – Present

Responsibilities:

- Trained and guided subordinate mentors on organization's procedures and departmental programs.
- Planned, scheduled, and executed various mentoring program related activities, as required.
- Prepared, monitored, and submitted monthly attendance and pay sheets for each staff member.
- Implemented workplace safety measures and maintained a safe work environment.
- Planned and conducted fire drills and relevant community service projects.
- Developed and maintained effective working relationships with all coworkers and supervisors.

Lead Mentor
CSC, New York, NY
May 2009 – July 2012

Responsibilities:

- Directed and assisted with various departmental programs and activities efficiently.
 - Interviewed, selected, and hired new members for the mentoring team, as needed.
 - Trained and supervised all staff members and volunteers, in a proper manner.
 - Attended and participated in routine staff meetings and relevant field trips.
 - Prepared and provided meeting notes and work-related documents, on time.
 - Interpreted and adhered to company policies, procedures, and protocols, as applicable.
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Education:

Master's Degree in Instructional Technology
North Greenville University, Tigerville, SC

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