

ROBERT SMITH

Assistant To The Dean

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Seeks to obtain a challenging and rewarding position in which would utilize and continue to develop experience and skills. Flexible and versatile team player who will work hard and excel in any environment.

SKILLS

Microsoft Office Professional, Typing.

WORK EXPERIENCE

Assistant To The Dean

ABC Corporation - January 2005 – January 2007

- Served as a first-line respondent on behalf of the Dean of the Law School to law school and outside constituents, including all levels of academia, students, government officials, alumni, and the legal community at large.
- Manage the Deans calendar and files, schedule appointments, and coordinate meetings and events.
- Handle travel arrangements, including a recent visit to Law School by the Dean, several faculty members, and students.
- Assist the Dean with research and preparation for speeches and remarks.
- Coordinate major events, conferences, and full day meetings at the law school, including design and publication of related materials, room and equipment reservations, menu planning, assembly, and distribution of relevant materials.
- Organize and execute the annual Deans events.
- Compile and report statistical data for the following organizations and primary publications.

Assistant To The Dean

Delta Corporation - 2001 – 2005

- Answered phones, make spreadsheets, use of MS word, transferring calls, sorting mail, conducting meetings.
- Skills Used MS Word, Excel, Power Point, high call volume, detail oriented.
- Handled professional correspondence and schedule of the Dean of the School of Journalism; Made arrangements for guest speakers and visiting .
- Assistant Director of FASTrack program.
- Assisted with development of Transfer Student Center and online resources for Transfer students.
- Worked with recruitment efforts.
- Managed event logistics and protocol for meetings with various organizations throughout Los Angeles Researcher of international relations for .

SCHOLASTICS

- Bachelor's In Marketing - September 2014(University Of San Diego - San Diego, CA)