

General Board Member

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road,
Alabama

Objective

Part-time college student at Kennesaw State University who graduates with a degree in Nursing.

Skills

Inventory Management, Secretarial Support, Event Coordinator

Work Experience

General Board Member

ABC Corporation - June 2011 – June 2012

- Point of contact for outreach, and recruitment efforts for prospective students.
- Worked as Hospitality Coordinator, Event Activities Manager and lead tutor in our Student Academic Enrichment program.
- Mentored students to achieve high academic standards for educational and professional progression.
- Tutored peers who had academic challenges in the areas of Math and Science.
- Coordinated events, academic and recreational trips as well as in house meetings.
- Helped organize Academic Excellence Workshops that teach collaborative learning techniques that help students with attaining higher levels of education past baccalaureate degrees, the scholarship process, career advising and exposure to professional organizations that coincide with the students degrees.
- Provided excellent customer service as I was the first point of contact for many prospective students.

Board Member

Living Loud Inc. - 2010 – 2011

- Perform meetings and update board members on statuses of projects Managed a Walk & Roll to raise funds for the non-profit Contacted businesses for donations Continue to work with accountant on budget COMMUNICATION Send and receive adjustments with detailed information to better help process along
- Communicate banking and adjustments concepts to confused customers to help in the ease of understanding
- Rapidly learn and master various computer programs
- CUSTOMER SERVICE/PROBLEM SOLVING Front-line operations and provide impeccable customer service Develop relationships with customers to better the service that they receive from our company Continuously was looking for ways customers could save money with different account options
- Helped angry/upset customers calm down rapidly so we could get down to the problem and fix it
- Manage all files and confidential information according to procedures
- Create new processes for changes in programs and BSA laws Create problem logs for correcting issues in the field

Education

Bachelor in Biology - 2011(Georgia State University - Atlanta, GA)