

ROBERT SMITH

Associate Computer Lab Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Eager to provide in-person and telephone reception, receive and direct prescriptions for further processing, package and sell filled prescriptions and pharmacy merchandise, and assist pharmacy personnel with clerical functions.

CORE COMPETENCIES

Customer Service, Computer, Communication, Filing, Critical Thinking , Proficient In Microsoft Office 2010.

PROFESSIONAL EXPERIENCE

Associate Computer Lab Manager

ABC Corporation - July 2010 – April 2013

Key Deliverables:

- Excelled in a role requiring the ability to handle a variety of customer service and administrative tasks.
- Demonstrated proficiencies in telephone and front-desk reception.
- Operated Pitney & Bowes postage system.
- Prepares and types of emails, labels, and routine correspondence.
- Enters information into spreadsheets.
- Answers phones, routes callers, takes messages, greets visitors, responds to inquiries, requests and provides routine information.
- Assists in ordering and setting up for scheduled meetings.

Computer Lab Manager

Delta Corporation - 2007 – 2010

Key Deliverables:

- Coordinate with teachers and schedule classes for a middle school lab of 30 computers.
- Use creativity while implementing learning contests and class competitions for the different grade levels.
- My duties included maintaining an appropriate studying/work environment for school students, aiding students with computer issues, renting out .
- Monitored the daily coordination and functioning of a computer lab.
- Maintains the working order of lab equipment and supplies, which may include troubleshooting both hardware and software and making appropriate .
- Hires, trains, supervise and coordinates the employment of student lab assistants.
- Assist patrons with searching for desired material Shelve materials that have been returned Answer phone calls to assist patrons Assist with .

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EDUCATION

Pharmacy Technician License in Pharmacy Technician 144 hrs. classroom instruction - 2015(JVS Pharmacy Technician Training Program - Skokie, IL)

