

High School Intern

ROBERT SMITH

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Objective

Detail-oriented seeking to leverage excellent written and verbal communication skills to succeed as an intern at the company. Seeks to obtain a focus on Customer Service and helping people.

Skills

Customer Service, File Management, Time Management, Scheduling Appointments.

Work Experience

High School Intern

ABC Corporation - May 2010 - June 2012

- Assisted in the educational and social development of pupils under the direction and guidance of the headteacher.
- Assisted in the implementation of Individual Education Programs for students and help monitor their progress.
- Provided support for individual students in and outside the classroom to enable them to fully participate in activities.
- Worked with other professionals as necessary.
- Assisted class teachers with maintaining student records, reports, and assessments.
- Supported students with emotional or behavioral problems and help develop their social skills.
- Prepared and presented displays of students work.

High School Intern

Delta Corporation - 2006 - 2010

- Scheduled meetings for various events Shadowed various employees doing their daily tasks Filed, faxed, and copied documents.
- Filing, making copies, faxing, putting charts in numerical and alphabetical order, Microsoft word, and answering phones.
- Basic secretarial work.
- Temporary position.
- Prepared food for customer orders.
- Cooked and cleaned work area and cafe.
- Worked in the Lab Development and Research unit Constructed wire schematics for the SEBRS project using Visio Used MATLAB to run testing data for the.

Education

High School - (Carlton J. Kell High School)