

ROBERT SMITH

High School Intern

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SUMMARY

Having extensive experience caring for and handling a variety of animals and would like to continue to use these skills in the workplace. Have begun to learn the skills needed for work in a clinical setting and look forward to expanding knowledge and gaining hands-on experience, as pursuing a career in veterinary medicine.

SKILLS

Microsoft Office, Java, Communication, Customer Service, Interpersonal.

WORK EXPERIENCE

High School Intern

ABC Corporation - August 2012 – June 2015

- Provided day-to-day care of a variety of animals including reptiles, amphibians, and birds-of-prey.
- Prepared enclosures for incoming animals and provided daily care to our permanent residents including cleaning, feeding, and other special needs.
- Maintained records of our animals.
- Managed groups of volunteers to accomplish the daily tasks needed for the park.
- Gave presentations regarding the parks mission and animals to school groups and individuals coming to the park.
- Transported animals from the nature park to other facilities.
- Worked at the front desk to answer calls and greet guests.

High School Intern

Delta Corporation - 2009 – 2012

- Assist main library staff with library-related projects Assist library patrons with account information, technical assistance, etc.
- Hold books and make study room reservations for patrons Place holds and recommend materials for patrons with disabilities who cannot come to the library.
- Gained firsthand experience of an independently owned musical instrument business Trained in customer care and satisfaction Permitted to string bass, .
- Assisted dental professional -File dental records -Prepare patients for examination.
- To call and answers phone calls.
- Make and receive payments.
- Sort drivers part work.

SCHOLASTICS

- High School Diploma- (Palm Harbor University High School)