

Robert Smith

High School Intern

PERSONAL STATEMENT

A college student with an exceptional amount of volunteer experience and customer experience. Dedicated Customer Service Representative motivated to maintain customer satisfaction and contribute to company success. Possesses strong communication and time management skills.

WORK EXPERIENCE

High School Intern

ABC Corporation - June 2012 - June 2013

Responsibilities:

- Filed papers, copied, faxed, organized paperwork, and even wrote an article.
- Searched for and shelve books, DVDs, magazines, etc using the Dewey Decimal System.
- Managed a front desk alone while dealing with customers.
- Created bulletin boards displaying information in an organized and informative manner.
- Greeted patients and asked for their insurance information.
- Handled confidential information, and biohazard bags with sanitary items to patients.
- Created a fitness program for teen peers to generate interest in health and wellness.

High School Intern

Delta Corporation - 2007 - 2012

Responsibilities:

- Attending Law workshops Participating in a mock trial Making copies for Assistant District attorneys and legal.
- Worked in the Violent Criminal Enterprises Unit alongside ADAs and Investigative Analysts to crackdown various violence/drug-related cases and.
- Discussed art concepts and topics Studied careers in an art museum setting Gave tours to elementary-level children.
- Greeted patients and asked for their insurance information Handled confidential information Handed biohazard bags with sanitary items to patients.
- Inventory and sanitation of property at Red Line stops and recreational parks and miscellaneous tasks as requested by the Red Line project.
- Checkbooks, CDs, DVDs, and VHS tapes in/out.
- Place books, CDs, DVDs, and VHS tapes in numerical/alphabetical order.

Education

Diploma in General Studies - 2009(Grants Pass High School - Grants Pass, OR)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Fluent In Cantonese,
Fluent In Mandarin.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)