

ROBERT SMITH

High School Intern

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

SUMMARY

Seeks to obtain a position as a full-time bilingual clinician and provide counseling services and support to children, adolescent, and their families.

CORE COMPETENCIES

R/RStudio, Customer Service, Data Entry.

PROFESSIONAL EXPERIENCE

High School Intern

ABC Corporation - June 2013 – August 2013

Key Deliverables:

- Organized filing system; researched and evaluated legal cases.
- Intern part-time during the school year and full-time during the summer in a professional environment.
- Attended weekly professional development.
- Worked directly under the supervision of a physical therapist in an outpatient setting.
- Proper cleaning methods for sanitation, preparation of.
- Ported, tested, and debugged example C code for microcontroller units.
- Wrote automated refactoring scripts (using Python).

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Delta Corporation - 2012 – 2013

Key Deliverables:

- Performed essential duties of the Front Desk/AYS, Kitchens and Restaurants, Maintenance, Accounting, and Housekeeping departments of a 390-room.
- Observed and interacted with medical professionals including oncologists, hematologists, radiation therapists, nurses, and medical.
- Worked as a clerical intern for the Sponsorship Program.
- Assisted Sponsorship Manager with updating case records, follow-up, and progress reports on children.
- Attended a semi-annual Sponsorship Convention and assisted with organizing events.
- Also assisted Office Manager with day to day office functions like typing correspondence to parents, working with their database, mail management, and.
- Provided customer service Maintained and organized files/documents Responsible for monitoring a clean and safe environment.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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Bachelor of Technology in Construction Management - (State University of New York at Delhi - Delhi, NY)

