

Robert Smith

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High School Intern

SUMMARY

A self-motivated, hardworking graduate student in computer science, seek an internship position at the company that will allow exploring career options in the IT sector. Have consulted in the computer center, tutored undergraduates, and completed advanced projects relevant to this internship position.

SKILLS

Customer Service, Data Entry, Excellent Communication, Cash Handling.

WORK EXPERIENCE

High School Intern

ABC Corporation - May 2012 - January 2012

- Visited construction sites to keep track of progress.
- Participated in community service projects.
- Filed papers and made various deliveries throughout the day.
- Communicated clearly and positively with coworkers and management.
- Provided financial services to prospective and current clients.
- Performed account maintenance and derived credit sales within the financial institution.
- Responsible for website maintenance and updates.

High School Intern

Delta Corporation - 2006 - 2011

- Collected patient information; update system Conducted patient reminder calls weekly Assisted in the laboratory with cleaning and organizing supplies.
- Organized and participate in weekly sales meetings Managed reception desk; provide customer service to phone calls and walk-ins Gathered and recorded.
- Assisted in teaching established curriculum to children ages 3 - 5 Assisted lead teachers during snack and nap times.
- 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 - Attend weekly professional development.
- Work directly under the supervision of a physical therapist in an outpatient setting Duties proper cleaning methods for sanitation, preparation of.
- Ported, tested, and debugged example C code for microcontroller units.

EDUCATION

General Studies - (De La Salle North Catholic High School)