

Robert Smith

Associate Intern Student

PERSONAL STATEMENT

To obtain any full-time position that relates to my Behavioral Health Sciences degree such as a Health Educator, Fitness, Therapy, Counselling, Health and Safety Coordinator and other wide variety of fields in health.

WORK EXPERIENCE

Associate Intern Student

ABC Corporation - August 2013 - November 2013

Responsibilities:

- Gave instructions to youths regarding desirable health and personal habits.
- Prepared youth each morning and ensured youth were fed and ready for planned activities.
- Interacted in a warm compassionate manner.
- De-escalated and restrained clients when necessary.
- Promoted client achievement of treatment plan goals and objectives.
- Performed in accordance with established policies and procedures.
- Improved student literacy through the design of individualized literacy educational programs for the youth.

Intern Student

Delta Corporation - 2012 - 2013

Responsibilities:

- Dispensing OTC medications to out-patients Checking inventory Assisting the Pharmacist Cashier Accomplishments Finished and Completed the Community .
- Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and .
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Make copies of correspondence and other printed material.
- Conducted a comprehensive research to investigate the capacity of twisted-pair copper data network cable channels and their potential to support .
- Implemented a MATLAB simulator to validate network link models for next generation of the Ethernet LAN standard.
- Film capture Film editing Computer skills Speaking and interviewing skills Organization Skills.

Education

Diploma - (AUSTIN PEAY STATE UNIVERSITY - Clarksville, TN)

CONTACT DETAILS

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

SKILLS

Microsoft Office,
Computer, English,
Office Administration,
Customer Service,
Research, Reporting,
Administrative Support,
Administrative Assistant.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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