Robert Smith

Internship Student

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SUMMARY

Motivated, personable business professional with a degrees in Medical Office Technology and a Certification in Office Systems. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records.

SKILLS

Customer service, Excellent communication skills.

WORK EXPERIENCE

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ABC Corporation - June 2010 – August 2010

- Assisted Head Counselor in the creation, development and organization of a post-treatment evaluation program.
- Conducted research with respect to program development.
- Fielded discussions and participated in meetings regularly to ensure program progression.
- Prepared and presented program reports to the Director of Mountain Manor.
- Worked with Head Counselor during group and individual therapy sessions.
- Processed food, dairy, and bakery orders in the computerized ordering system.
- Trained in the Warewashing room, to note plate-waste, scrape, rinse and prepare all service ware for washing, checking water and sanitizer for accuracy.

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Delta Corporation - 2009 – 2010

- Co-op Training 1995 - 1996 Prevalent Information Spray License Equipment Maintenance Course Design of Golf Course Environment Turf Grass Management .
- Individual, Family, and Group Therapy.
- Completed assessments and therapy notes.
- Skills Used Team work.
- Working with different agencies to accomplish a common goal.
- Morgantown Provide Social Services to all clients and families, provide information and referral services, Coordinate Emergency Assistance to .
- Perform other duties/projects as requested by supervisor.

EDUCATION

Bachelor's in Sociology - 2006(Salisbury University - Salisbury, MD)

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