ROBERT SMITH

Assistant Library Volunteer I

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To reach the position of an accountant in an organization where can use accounting skillfulness to prepare honest and accurate financial documents for the organization.

2016 – 2020

ASSISTANT LIBRARY VOLUNTEER I - ABC CORPORATION

- Supervised library students SKILLS.
- Familiared with Microsoft Word, Microsoft Excel, and Power Point.
- Provided large volume of customers with assistance Assisted customers with administrative duties Responsible for book sorting, organizing and shelf .
- Assisted patients and families with consumer health computer research questions by phone and in person Provided computer fax and copy machine .
- Assessed which books needed to be weeded from the collection.
- Oversaw the deaccession of books.
- Directed library patrons to the right areas Covered branch labels for floating items Pulled books from a list for the Childrens Librarian Assisted.

2012 – 2016

LIBRARY VOLUNTEER - DELTA CORPORATION

- Jackson County Public Library Volunteer.
- Rehoboth Baptist Church youth and young adult choir member (2004-2006).
- I maintain organization and cleanliness in the facility I assist in orchestrating community activities I keep minutes and agenda in meetings/.
- Served students with scanning books and the check- in/out process and other transactions Assisted students with locating, packing books and also .
- Work along side the library aids on the floor and in the filing rooms organizing books, magazines, and digital media as well as working with .
- Worked over 2000 hours as a Summer Reading Program Volunteer from 2008-2011.
- Acquainted with working with different types of people and situations.

EDUCATION

bachelors in business concentration accounting in management/ accounting - 2010(Robertmorris University - Springfield, IL)

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SKILLS

Microsoft Word, Spreadsheets, ICD-9 Coding, Public Speaking, Public Relations, Medical Office Assistant-Intern.