

Robert Smith

Lunchroom Monitor

PERSONAL STATEMENT

Over 15 years of experience working in an office setting. Proficient in all aspects of the clerical office including office machines, filing, correspondence, answering multi-phone lines, customer service, organizational skills, handling confidential materials, etc.

WORK EXPERIENCE

Lunchroom Monitor

ABC Corporation - August 2009 - June 2010

Responsibilities:

- Managed students during meal service.
- Communicated with students and school staff in a positive and professional manner.
- Utilizing appropriate customer service and interpersonal skills.
- Circulated throughout the cafeteria or in areas where meals are served or eaten.
- Offered aid to any students who needed assistance.
- Participated in the cleaning of the cafeteria after meals.
- Managed student dismissal from lunch period to their classes.

Lunchroom Monitor

Delta Corporation - 2004 - 2009

Responsibilities:

- Assisted 1st through 4th-grade students with anything they may have needed.
- Helped them open lunch products.
- Control students behavior.
- Helped control the movement of students when going out to recess.
- Supervise the elementary children inside the cafeteria.
- Make sure their areas are clean.
- Help the children when needed.

Education

High School Diploma - (Wakefield High School - Arlington, VA)

CONTACT DETAILS

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

SKILLS

Usage of pallet jacks.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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