

Robert Smith

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Red Cross Volunteer

SUMMARY

Hardworking, organized, Red Cross Volunteer professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

SKILLS

Administrative Assistant, Organizational Skills, MS Office.

WORK EXPERIENCE

Red Cross Volunteer

ABC Corporation - July 2000 - June 2004

- Conducted training programs in order to develop and maintain desired animal behaviors for therapy work.
- Showed and promoted pet therapy services as useful tools in medical areas was demonstrated with informational seminars and open meetings; this includes marketing strategy and tactics.
- Monitored and Assessed the performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Selected and using trained/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Used logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Received Certificate of Appreciation for Outstanding Customer Service and Professionalism from the Optometry Clinic for enabling the clinic to lead.
- Identified new application processes for Cracker Barrel Home Office Editing documents for multiple restaurants to establish a professional.

Red Cross Volunteer

Delta Corporation - 1999 - 2000

- Answered phones, scheduled appointments, did office work, filed paperwork Skills Used Phone communications, typing, scheduling, computer skills.
- Was an assistant to a pharmacy technician, file paperwork, refill prescriptions, made sure all the expired drugs are taken care of.
- Skills Used Some medical terminology, filing, and bookkeeping.
- My specialties on these missions are disaster assessment, logistics, and shelter management Incorporated a new data entry system for in-field use.
- Expedite supply orders and financial assistance to disaster area Analyze community needs as well as perform property damage inspection Assist in.
- Evans Army Hospital where I performed minor nursing duties, mainly assisting, the ER staff during my free time.
- Ultrasound Tech Duties, Accomplishments, and Related Skills My duties include, but are not limited to, obtain and record an accurate patient history.

EDUCATION

Bachelor In Communication - May 2005(Austin Peay State University - Clarksville, TN)