

ROBERT SMITH

Staff Associate/Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Independent contractor in professional Spanish interpreting and translation services contributing a resourceful motivated and goal oriented attitude. Experienced and proficient in Microsoft Office programs and most registration related programs. Interpreting and translation were provided consistently with all previous employers since 1998.

CORE COMPETENCIES

Interpreting/Translation, Microsoft Office Suite, Marketing Communications, Customer Services, Computer , Bilingual.

PROFESSIONAL EXPERIENCE

Staff Associate/Analyst

ABC Corporation - May 2005 – June 2006

Key Deliverables:

- Created purchase orders, financial reports, and financial aid disbursement forms for awards and special program discounts.
- Payed pending invoices and generate fall, spring and summer faculty pay spreadsheets serving as assistant to the Fiscal Director.
- Assembled all welcome packages for Graduate Assistant meetings.
- Input verified Graduate Assistants information in Database for Chairmans selections.
- Processed Assistantship documents (time sheets and employment documents) for Student Employment department.
- Printed grades of award recipients with stipulations.
- Assessed and input low grades in Access database and mail merge letters to reduce or cancel scholarship amounts.

Staff Associate

Delta Corporation - 2004 – 2005

Key Deliverables:

- Conduct research on sensing and analysis of human movement data in both typically developing and autistic children using the Xsens motion capture .
- Ernst & Young, Los Angeles, California Assisted in reviews of annual reports prior to submission to the SEC Planned and executed financial statement .
- Scheduled all undergraduate university employees within the Office of the President.
- Staffed University Clients and Guest Speakers.
- Clemson, SC Provide leadership and training to 180 volunteer leaders to invest in the lives of high school and middle school students in the Tri-.

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- Includes volunteering with students at a local high school and middle school.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

High School Diploma - (Miami Southridge Senior High - Miami, FL)

