

Robert Smith

Assistant Staff Leader

PERSONAL STATEMENT

To obtain a position with a company as a receptionist where I can utilize my work experience and expand my skills to contribute to a growing company.

WORK EXPERIENCE

Assistant Staff Leader

Boys & Girls Club - November 2013 - 2020

Responsibilities:

- Taught them structure and how to become leaders.
- Helped them with schooling while also showing them a good time.
- Learned the different techniques to deal with each individual.
- Helped them with their problems.
- Used How to become a better listener.
- Set up concession stand, assist in ticket sales, run projectors and was in charge when manager was out to lunch.
- Worked with underprivileged children to provide them with a stable environment - Led a group of kids in activities such as sports, and taught them.

Staff Leader

Delta Corporation - 2012 - 2013

Responsibilities:

- and Associate Manager, Training Associate Manager.
- Tutored orphans English in South Korea.
- Organized weekly meeting activities Initiated and encouraged group critique Brainstormed and assigned weekly writing projects.
- Duties & Responsibilities Ran box office ticket sales, Concession stand for outstanding customer service, cleaned theaters.
- Greeted customers in a friendly manner.
- At the end of each night I counted each register down & loaded the totals into the computer & did stock inventory as well.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

N/A In Justice Administration - 2011 (DeVry University-Long Beach - Long Beach, CA)

CONTACT DETAILS

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

SKILLS

Final Cut Pro, Photoshop,
Lightroom, Adobe.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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