

ROBERT SMITH

Graduate Student Aide

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Experienced strategist, entrepreneur and startup enthusiast with a passion for building businesses and challenging the status quotes. Dependable and reliable with extreme loyalty and pride for the company.

EXPERIENCE

Graduate Student Aide

ABC Corporation - AUGUST 2007 - MAY 2010

- Responsible for organizing and maintaining an inventory of all theatre props by time period, gender, play genre and location of production.
- Maintained detailed records of all props loaned out or borrowed by Non-MBC productions from the MBC theatre.
- Responsible for creating props if none in inventory.
- Responsible for organizing and maintaining the theatre script library.
- Responsible for detailed records of loaned copies of scripts to student and staff.
- Collaborated with a fellow student to create a brand new periodic system for the library.
- Responsible for delegating tasks and training junior classmen as directed by Theatre supervisor.

Student Aide

ABC Corporation - 2002 - 2007

- I answered incoming calls at the front desk.
- Assisted new students & parents to the department in which needed.
- Made copies & filed paperwork.
- Worked on the computer with word and powerpoint.
- This opportunity helped me accomplish the understanding & balance to work under pressure & be very detailed oriented when assignments are given.
- Skills Used I had great people skills, I was comfortable with helping & guiding folks through any need.
- Demonstrated great filing skills & following instructions when assignments on the computer were given.

EDUCATION

- BA in Theatre with Minors in Music and Education - 2006(Mary Baldwin College - Staunton, VA)



SKILLS

Basic Computer Skills and Microsoft Tools Such As Word, Excel, And Powerpoint.