# ROBERT SMITH

## Student Helper

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

### SUMMARY

Seeking a Student Helper position where there is a need for an individual with Accountability, Communicating, Integrity, and composure, Assist teachers in Language Arts with groups of children ranging from K-5th grade Language Arts activities include; speaking, writing, listening, and reading pre- assigned reading materials. <br>

### CORE COMPETENCIES

Microsoft Office, Leadership, team-work, problem solving, loss prevention, merchandise flow.

### PROFESSIONAL EXPERIENCE

#### Student Helper

**ABC Corporation - October 2008 – July 2009**

**Key Deliverables:**

- Used Microsoft Word, Access, Excel software to create documents.
- Made copies, sent faxes.
- Answered phones.
- Filed the daily paperwork.
- Used typewriters.
- Mailed documents.
- Part-time 8-30hrs/week Supervised children during their activities indoors and outdoors.

#### Student Helper

**Delta Corporation - 2004 – 2008**

**Key Deliverables:**

- elped launch first ever Mobile Market in Terre Haute, helped prepare produce for sale, stocking trailer with needed produce for sale that day, .
- Assisted in accreditation process for Mechanical Engineering Department.
- Arranged and organized comprehensive course outline binders for each class offered.
- Assisted students individually or in a small group (read and write stories, cuts papers, assembles materials) for the purpose of practicing and .
- Implemented, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of reinforcing the learning concepts.
- Provided clerical support to teachers and staff.
- Checked in returned items and books Maintained juvenile section Catalogued items Printed new spine labels Supervised childrens programs.

2259 Oak Street, Old Forge, New York, 13420

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## EDUCATION

Certificate Of Completion

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