

Robert Smith

Student of Physical Therapy

CONTACT DETAILS

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

SKILLS

Leadership,
Programming.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Student of Physical Therapy is Experienced as office manager or administrative assistant in a complex setting with similar tasks; demonstrating skill in Microsoft Word, Excel and other MS office programs; and standard office equipment. Ability to navigating and using online systems such as: SIMS (student database), ETRAC (faculty appointments), OSB (online schedule building), e-mail, and FMS (purchasing), and/or willingness to learn.

WORK EXPERIENCE

Student of Physical Therapy

ABC Corporation - March 2016 - March 2016

Responsibilities:

- Supervised student workers who assist in the performance of departmental clerical responsibilities.
- Maintained accurate student files including documentation of student evaluations, grade appeals, etc.
- Maintained office machines in working order (refilling cartridges, clearing paper jams in copier or coordinating repairs, etc.).
- Purchased and ensured availability of all supplies (including clerical, office, and instructional), computer software, door signage for faculty/staff, gifts for honorary speakers, cards or flowers for special occasions, promotional items for special events, etc. with supervisor's approval.
- Created and maintained electronic group address lists for each major to allow corresponding with students.
- Coordinated on-campus events/ceremonies for the degree programs (scheduling, reservations, supplies, secure catering, etc.).
- Confirmed /secured room/space reservations via review of SPACES schedule.

Student of Physical Therapy

Delta Corporation - 2014 - 2016

Responsibilities:

- Liaison with Registrars Office, Graduate Office, and other units on campus, as needed.
- Establish and implement policies and operating procedures.
- Perform other related duties and/or assist with special projects as assigned.
- Conduct meetings, present data and make recommendations for admission and scholarship offers.
- Maintain communication with prospective students through all stages of the recruitment and admission process; review transcripts to ensure coursework is being fulfilled and follow up as needed to circumvent potential issues.
- Cultivate relationships with prospective students and their families.
- Respond to inquiries from a pool of approximately 800 applicants using

high level of independent judgment.

Education

Diploma