ROBERT SMITH

Student Office Assistant I

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SUMMARY

Experience in an office environment followed by several years in the customer service field, personal goal is to get back into the office and/or customer service field. Have sharp and effective organizational skills

SKILLS

Microsoft Office, Answering Phones, Filing.

WORK EXPERIENCE

Student Office Assistant I

ABC Corporation - August 2009 – May 2011

- Operated computer, audio, video, and DVD equipment. Transcribed interviews into Microsoft Word 2007.
- Prepared and sent letters and checks to student participants.
- Recorded data and syntax into Microsoft Word, Excel, and Access 2007.
- Completed numerous office functions creating flyers by using publisher and/or PowerPoint, sorting and delivering mail to the professors.
- Created support for students searching and creating a list of internships for students during the summer.
- Assist professors with administrative duties Use PowerPoint to generate announcement slides Correct technology and printing errors.
- Employed at the Office of Disability Services for two years at Shippensburg University.

Student Office Assistant

ABC Corporation - 2007 – 2009

- Keep records of materials filed or removed, using logbooks or computers.
- Perform general office duties such as typing, operating office machines, and sorting mail.
- Track materials removed from files to ensure that borrowed files are returned.
- Sort or classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Find and retrieve information from files in response to requests from authorized users.
- Answer questions about records or files.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage, according to file maintenance guidelines or legal requirements..

SCHOLASTICS

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- Masters of Education in School Counseling - (Kent State University - Kent, OH)

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