

Student Worker

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Student Worker aiming to enhance my working capacities, professional skills, business efficiency and serve my organization in the best possible way with sheer determination and commitment. To obtain a job which gives me a chance to learn new things in the field of finance and also apply my skills and experience in the day to day work of the company.

Skills

Communications Interpersonal, Public Speaking, Public Relations And Networking Computers
Microsoft Word, Excel, Powerpoint

Work Experience

Student Worker

ABC Corporation - 2011 - 2013

- Learned how to efficiently work in Microsoft Word, Excel and Powerpoint to achieve daily goals.
- Utilized various skill sets to build a website to the specifications of a certain department at the college.
- Took several courses that exercised my public relation talents.
- Worked on a campaign with a group for the Washington county shooting 4 scholars event.
- Required to do demographic checks, plan out feedback points, come up with an event guide and a backup plan if something went wrong.
- Used the knowledge of computers to optimize the performance of students computers.
- Located print and online materials for students completing research projects.

Student Worker

ABC Corporation - May 2011 - August 2011

- Created student files, filed admission materials as they came in from the mail room.
- Worked for both the registration and records department and the graduation evaluation department during my time there.
- Served as a resource person for computer terminal operation and for library terminology, policy, and procedures for the branch or unit.
- Assisted the student in locating and identifying requested materials; assist students and staff in researching books.
- Ensured the scheduled station was left in an orderly and clean manner at end of shift.
- Responsible for maintaining health code standards in the designated station.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor's in Agriculture Education - 2010(University Of Arkansas-Fayetteville - Fayetteville, AR)Associate's Of Science - 2007(Connors State College)Semester At Sea in Study Abroad - 2014(University Of Virginia - Charlottesville, VA)