

ROBERT SMITH

Student Worker Supervisor

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SUMMARY

A dependable, detail-oriented, developing Administrative Assistant/Student Worker Supervisor who is able to adapt rapidly to organizational changes and diverse personalities. An innovative self-starter with proven ability in prioritizing and handling multiple projects that require a high degree of sensitivity and urgency. Seeking an organization development position within a company utilizing problem identification/ solving and collaborative skills.

SKILLS

Microsoft Office: Word, Powerpoint, Excel, Typing 65+ WPM, Fast Learner, File Management, Documentation, Fax, Legal Research

WORK EXPERIENCE

Student Worker Supervisor

ABC Corporation - January 2015 – Present

- Maintaining front office by answering phones, greeting students and customers in a professional manner.
- Responsible for assisting students with registration, enrollment, providing information and addressing any issues and or concerns and answering student inquiries.
- Responsible for administering tests and proctoring students during testing.
- Responsible for maintaining calendar--schedule counseling appointments, sign-in and check-in students for financial aid, and workshops.
- Maintaining students files, typing correspondence (e.g., class cancellations, flyers, brochures, signage, etc.), creating and updating records.
- Physically and verbally interacting with students throughout the day to keep them engaged.
- Making copies, sending faxes and handling some incoming and outgoing correspondence.

Student Worker (Dining Services)

ABC Corporation - May 2012 – February 2014

- Read recipes and/or product directions. Estimated food requirements.
- Operated a variety of kitchen utensils to weigh, measure, mix, wash, peel, cut, grind, stir, strain, season and knead foodstuffs for cooking, serving and storing.
- Assisted in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage.
- Inspected workstations for compliance with service standards.
- Kept records and requisition for supplies/equipment as needed.
- Cleaned and sanitized workstations and equipment following all Sodexo, client and regulatory rules and procedures.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- A.S in Business - 2011 (Antelope Valley College - Palmdale, CA) Diploma - (Pete Knight High School - Palmdale, CA)