

ROBERT SMITH

Student Worker - Housekeeping

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Student Worker - Housekeeping pursuing a degree in International Management to obtain a challenging leadership position in a government agency. Seeking to work in an environment that will challenge me further while completing my degree. Proficient office assistant skilled in many environments of customer service and task or project-oriented work.

EXPERIENCE

Student Worker - Housekeeping

ABC Corporation - APRIL 2014 - PRESENT

- Providing general stocking duties in the service area. Served and replenishes food from counters and steam tables and breaking down stations at the end of meal periods.
- Brewing coffee and tea. Interacting with customers in the serving, retail and dining areas.
- Assisting customers with opening containers and cutting food when requested.
- Attending all allergy and foodborne illness in-service training.
- Complying with all company safety and risk management policies and procedures.
- Reporting all accidents and injuries in a timely manner.
- Participating in regular safety meetings, safety training, and hazard assessments.

Front Office Assistant - Student Worker

ABC Corporation - JANUARY 2012 - FEBRUARY 2014

- Logged in student and staff mail/packages for the university.
- Helped people find lost mail/packages as well as confirmed package deliveries.
- Delivered and distributed mail/packages as well as returned/rejected mail and packages.
- Operating office, directing calls, faxing, emailing, using Microsoft office programs such as Word, Excel, Power-point, Access to collect and graph data, construct budgets, create inventory sheets.
- Created a professional work relationship with coworkers and supervisors.
- Performed activities such as grading papers, filing documents, stuffing envelopes, making copies, sending faxes etc.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Almost MA in International Management, Focus On Small Business Management & Entrepreneurship - 2014(University Of Flensburg - Flensburg)MA in Administracion De Negocios internacionales (semester Abroad) - 2015(Universidad Pontificia Bolivariana - Medellin, Antioquia)BS in international Management, Focus On Strategic Management, Marketing & Media Management, international Human Resource Management - 2011(University Of Flensburg - Flensburg)

SKILLS

Animation, Administrative, Microsoft Word, Google Drive, After Effects, Adobe Premiere, Adobe Animate, Toon Boom