

# Robert Smith

## Office Assistant/Student Worker

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Caring and kind Office Assistant/Student Worker with an excellent work ethic. Prompt, extremely organized, and detail oriented which contributes to my efficiency. Approachable, compassionate, and a team player which allows me to develop great relationships with others. Meticulous and observant with excellent decision-making skills. Flexible, with the ability to handle stressful situations well. Seeking a sales operations' project position in an International company which values analytical, execution and interpersonal skills.

### **WORK EXPERIENCE**

#### ***Office Assistant/Student Worker*** **ABC Corporation - January 2012 - Present**

##### *Responsibilities:*

- Patrolling assigned beat (area of campus) unsupervised on foot, bike, and/or in the vehicle.
- Ensuring the safety of students, staff, faculty, and university's assets.
- Assisting students and non-students with directions and general campus information.
- Securing and opening buildings and gated sections of campus-based on shift, location, an official request.
- Communicating well with visitors, co-workers, and management from all jobs.
- Assisting other personnel for the purpose of supporting them in their work activities.
- Answering phones, setting meeting appointments, attending meetings and taking notes, scanning files, making copies, and maintaining and creating the financial managers certification courses webpage.

#### ***Front Desk Assistant (Student Worker)*** **ABC Corporation - June 2011 - August 2011**

##### *Responsibilities:*

- Welcomed all patients and visitors by greeting them in person, answering inquiries and directed them through the registration process.
- Answered multi-line phones, filing, faxing, scanning documentation and completing daily patient callbacks.
- Checked in and discharge patients, assist clinical staff and close the office at the end of each shift.
- Collected all insurance information, verify patient demographics, process payments, post patient balances, and complete phone sheets.
- Maintained a neat and clean work environment and professional appearance.
- Adhered to all relevant health and safety procedures.
- This is Dummy Description data, Replace with job description relevant to your current role.

### **SKILLS**

Microsoft Office,  
Customer Service,  
Technical Support,  
Training, Written  
Communication, Phones,  
Internet Research,  
Problem Resolution,  
Collaboration, PC, Mac  
OS X, Organizational,  
Wordpress

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

BS in Psychology - 2011(Azusa Pacific University - Azusa, CA)High School - (Mariposa County High School)