

ROBERT SMITH

Student Worker/Staff

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A hardworking and dedicated Student Worker/Staff looking to exercise my degree of knowledge in the field of Business Administration and Accounting. Accomplished in all the work I have done over the years. Passionate and motivated about what is my responsibilities are in a field. Handles tasks with accuracy and efficiency.

JANUARY 2011 - DECEMBER 2012

STUDENT WORKER/STAFF - ABC CORPORATION

- Performed screening on student veteran course enrollment forms to ensure credit hours registered met department of veterans affairs policies for approval for payment.
- Assisted student veterans with any questions or problems with their VA education benefits through secured access to the Vaonce database system.
- Assisted student veterans with any issues pertaining to the university or classes.
- Provided feedback and suggestions to the office of military and veterans affairs director on information security policies within the office.
- Assisted the caller and/or route them to the appropriate staff member for further assistance.
- Gave information about enrollment, classes, special events, tuition and directions to campus.
- Handled confidential information in line with the universitys data security protocols.

SEPTEMBER 2012 - NOVEMBER 2012

PROFESSIONAL STUDENT WORKER - ABC CORPORATION

- Helped students that may need assisting with the completion of the registration process.
- Compiled information such as space utilization in the buildings on campus to prepare required reports.
- Communicated with other staff to resolve problems with individual students.
- Answered all incoming calls to the campus operator; direct the calls to the appropriate departments and personnel.
- Kept the equipment operational by following manufacturer instructions and established procedures.
- Provided historical reference by utilizing filing and retrieval systems.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS in Assets Protection And Security - 2010(Eastern Kentucky University -
Richmond, KY)Associate Of Arts - (Central Christian College Of Kansas -
McPherson, KS)

SKILLS

Data Entry, Microsoft Office, 93 Words Per Minute, Leadership, Jenzabar Software,
Customer Service, Administrative Duties, Communications