

# ROBERT SMITH

## Student Worker

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Student Worker to obtain a position that utilizes my excellent customer service, clerical, organizing, and problem-solving skills to achieve a company's goals while providing an opportunity for advancement. Proficient office assistant skilled in many environments of customer service and task or project-oriented work.

### CORE COMPETENCIES

Customer Service, Administrative Duties, Communications, Sales, Program Management, Scheduling, Multi-Line Phone System, Clerical, Microsoft Office

### PROFESSIONAL EXPERIENCE

#### Student Worker

**ABC Corporation - May 2015 – Present**

#### Key Deliverables:

- Utilizing attention to detail skills while updating student loan accounts to ensure accurate data entry.
- Organizing bankruptcy, student loan accounts, and accounts receivables excel spreadsheets on a weekly basis.
- Collaborating with the department to sort, file and update loan accounts with new signed promissory notes.
- Analyzing legal documents to send to attorneys via email on a weekly basis.
- Organizing files on and off the computer copied, faxed, and emailed important material.
- Answering the phones and be able to competently answer questions about the library, such as when does the library open and close.
- Advising and counseling students on where to go to find resources or a quiet place to study.

#### Student Worker

**ABC Corporation - June 2013 – September 2015**

#### Key Deliverables:

- Identified and developed tutoring plans for students in the area of biological sciences.
- Faxed material, answer phone calls, separate incoming and outgoing material.
- Learned about the importance of teamwork and cooperation to promote effectiveness.
- Developed communication and customer service skills within the workplace.
- Maintained the arrangement, appearance and learning environment of the center.
- Assisted in implementing and supervising an ongoing developmentally appropriate activity program/curriculum.

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- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

BS in Finance - 2012 (Kent State University - Kent, OH)Communication -  
(Trotwood Madison High School)General - August 2007(Fredericktown High School -  
Fredericktown, MO)

