

Robert Smith

Student Worker/Administrative Assistant

CONTACT DETAILS

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PERSONAL STATEMENT

Student Worker/Administrative Assistant with several years in internal and external communication including media, blogging, and editorial media relations. Strong team leader who can organize and utilize people in and resources to obtain a goal or objective. In addition to having excellent communication skills which help To communicate effectively and efficiently. Seeking stable part-time employment with opportunities for full time and advancement.

WORK EXPERIENCE

Student Worker/Administrative Assistant **ABC Corporation - October 2015 - Present**

Responsibilities:

- Providing great customer service by greeting guests, answering phone calls, scheduling and confirming appointments.
- Working in a multi-college community reflecting national learning trends and aggressive student outreach that contracted out with the dod clearance.
- Driving team to other college competitions and making arrangements for all traveling and lodging arrangements.
- Making copies, updating bulletin boards, delivering papers to department heads.
- Helping with decorations for big events (ex- galas and presidential dinners for the school president).
- Operating office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Restocking supply closet with printing paper, ink, pens, paper clips, staplers, files and folders, and correction fluid.

Student Worker Part Time **ABC Corporation - August 2015 - October 2015**

Responsibilities:

- Deployed secretarial tasks interpersonal and telephone communications, file organization, create documentation, duplication.
- Handled phone calls (answering questions about the school or directing to the proper department).
- Mailed out requested materials, including class listings, promotional fliers, student handbooks.
- Assisted students in the enrollment process (filling out forms, answering questions about the school and department).
- Handled confidential student records in accordance with HIPAA and university regulations.
- Reviewed, scanned and maintained university records using university imaging systems.
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Google AdWords
Program, Google
Analytics, Microsoft
Office Proficient, Adobe
Photoshop, Receptionist,
Inventory Management,
Inventory

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

High School Diploma in Public Relations - 2009(Nekoosa High School - Nekoosa, WI)Bachelor's in English/Public Relations - (University Of Northwestern - Roseville, MN)Director Of Communications - (USC - Los Angeles, CA)