

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Student Worker/Internship

SUMMARY

Student Worker/Internship, fluent in both English and Spanish. Efficient worker who demonstrates strong time management and prioritization skills. Level-headed professional who remains calm and effective in extremely difficult and stressful situations. Bringing a strong work ethic, interpersonal skills, and customer service expertise. Highly successful at juggling multiple priorities while delivering superb service with a smile. Computer-savvy and organized with strong attention to detail.

SKILLS

Speaking, Judgment And Decision Making, Customer And Personal Service, Communicating With Others, Microsoft Certified, And Active Listening

WORK EXPERIENCE

Student Worker/Internship

ABC Corporation - September 2014 - December 2016

- Helped host weekly activities with campus entertainment on and off campus.
- Advertised those activities through making posters on the computer and posting on a reader board.
- Professionally assisted with any services students or visitors need while on campus, including using the copy equipment or fax machine.
- Answered telephone calls in the absence of supervisor or secretarial personnel and recorded appropriate messages.
- Maintained department schedule by maintaining calendars for department personnel, arranging meetings, conferences, teleconferences, and travel.
- Analyzed data to be used for professional development and future publications.
- Scanned ID cards of students, and tickets for anyone entering the facilities.

Front Desk Assistant (Student Worker)

ABC Corporation - June 2016 - August 2016

- Secured and maintained all resources and supplies necessary for all daily center operations.
- Maintained the physical facility, restrooms, and grounds in a safe and sanitary manner.
- Skills used workplace relationships, communication, interpersonal skills, time management, multicultural awareness.
- Helped with various event setups/break downs and responsibilities.
- Ensured that the office is clean and presentable at all times and forms are replenished as needed.
- Scheduled appointments for staff, answer phones, update files, create new files, update spreadsheets and operate office equipment.
- Answered questions and provide information regarding numerous programs on campus.

EDUCATION

Bachelors Of Science in Petroleum Engineering - (Montana Tech - Butte, MT)Engineering Curriculum - 2011(University Of Northwestern - Saint Paul, MN)Master Of Public Health in Epidemiology - (Texas A&M School Of Rural Public Health - College Station, TX)