

## Jr. Support Team Member

# ROBERT SMITH

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## Objective

Very excited to be making a career change into the medical field. Attending Aims Community College to receive certification for surgical technician. Energetic, and attention to detail skills to work in the medical field.

## Skills

Microsoft Office, Front office/Reception, Customer Service.

## Work Experience

### Jr. Support Team Member

**ABC Corporation** - May 2015 – January 2016

- Assist developmental and high medical needs individuals with their daily lives.
- Preparing meals by following the special dietary needs of each individual. Providing home cleaning by following sanitary standards.
- Documentation of information pertinent to each individual receiving services.
- Ability to assist individuals that are in a home setting by providing attention and care.
- Previous experience with state guidelines involving developmental disabilities.
- Unload Inventory from the truck, unbox, and separate merchandise Coordinate delivery of supplies to various departments in the store.
- Helped gather materials for line operators to properly rub machines for quality parts.

### Support Team Member

**ABC Corporation** - 2012 – 2015

- I organized boxes and I was responsible for opening the boxes full of shoes and taking all the paper out and scanning each shoe box.
- Also organizing all the home supplies and scanning them.
- Also organized childrens cloths by sizes and hanging what needs to be hung up.
- After everything was organized I was responsible for putting everything out on the floor in the correct spots.
- I got complimented on a great job i was doing on making sure everything had a tag on it.
- Was a very fast learner..
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

- 1984(Emily Griffith Opportunity School - Denver, CO)