

Robert Smith

Associate Information Management

PERSONAL STATEMENT

Although I have recently graduated from Wilkes University, I have job experience in both education and environmental laboratory settings, and I'm a quick study. Spent four years working with high school students alongside the Wilkes University Upward Bound program, as well as organizing program paperwork and answering phones.

WORK EXPERIENCE

Associate Information Management

ABC Corporation - 1998 - 2001

Responsibilities:

- Worked directly for Services Unit Orderly Room.
- Processed Enlisted Performance Reports (EPR), Officer Performance Reports (OPR), Awards and Decorations.
- Used Quality Center as the defect-tracking tool to report application defects, enhancement requests and, report making.
- Interacted with developers during testing to identify memory leaks, deadlocks and optimizing the server settings.
- Handled all administrative duties.
- Responsible for troubleshooting computer systems and made sure of proper operation.
- Replaced hard drives and installed internal devices.

Information Management

Delta Corporation - 2002 - 2005

Responsibilities:

- Information and Workgroup Manager for the unit.
- Performed administrative management functions, personnel management, administrative budgeting, travel and other functions as assigned Manage Command.
- Computer software maintenance Organizational management Secured the base with the military police.
- In charge of information management to the public and various city, state, and auxiliary agencies.
- Calculated monthly supplies, UPS, and visa cost reports by agency cost centers.
- Tabulated auto pool mileage on Headquarters auto pool.
- Worked with city officials acquiring necessary building permits for State Parks Headquarters.

Education

associates In Medical Assisting - 2012(Herzing University Online)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Office,
Microsoft Word, Data
Entry, Microsoft Excel,
German, GIS.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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