

ROBERT SMITH

Actress I

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

SUMMARY

Committed and motivated Administrative Assistant with exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative. Energetic, results oriented team player eager to bring strong administrative skills to a growing company in need of top-level support.

CORE COMPETENCIES

Microsoft Office, Care giving, Fax, Printers, Driving, Quick learning, Schedule Appointments.

PROFESSIONAL EXPERIENCE

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ABC Corporation - April 2014 – June 2014

Key Deliverables:

- Received and processed cash and credit payments for in-store purchases.
- Shared product knowledge with customers while making personal recommendations.
- Opened and closed the store, including counting cash opening and closing cash registers and creating staff assignments.
- Kept records of room availability and guests accounts manually or using computers.
- Recorded guest comments or complaints referring customers to managers as necessary.
- Assisted guests with any special requests during their visits setting up Grayline tours and renting taxi services.
- Impacted and been impacted by all of the different people.

Actress

The Belle Of Topsail - 2010 – 2014

Key Deliverables:

- Study and rehearse roles from script in order to interpret, learn and memorize lines, and cues as directed.
- Work closely with directors, other actors, and playwrights to find the interpretation most suited to the role.
- Collaborate with other actors as part of an ensemble.
- Perform humorous and serious interpretations of emotions, actions, and situations, using body movements, facial expressions, and gestures.
- Tell jokes, perform comic dances, songs and skits, impersonate mannerisms and voices of others, contort face, and use other devices to amuse audiences.
- Improve..

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

EDUCATION

Bachelor of Science in Psychology/ Speech Pathology - (Xavier University - New Orleans, LA)

