

# Robert Clark

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## Objective

- To seek and obtain the posted research and lab assistant position which is currently available.

## Education

### TRENT UNIVERSITY | 2014-PRESENT

- Major: Anthropology
- Major: Business
- Related coursework: Archaeological Field School (Ontario Historic Field School)
- Dean's Honour Roll

## Skills & Abilities

### ORGANIZATION

- Deliberately developed organizational skills and habits.
- Excellent at adapting to new filing schemes, as well as categorization methods.

### COMPUTERS

- Familiar with the Office Suite of products. Quite adept with Word, Outlook and PowerPoint. Also able to use Excel and Access.
- Excellent at problem solving, where it relates to computer issues. Also quick at picking up new applications and programs.

### COMMUNICATION

- Effective writer. Able to analyze data quickly and to effectively communicate that data as needed.

### FIRST AID

- Standard First Aid and CPR (C), and AED trained.

## Experience

### TOOL RENTAL SALES ASSOCIATE | HOME DEPOT | JULY 2008 – PRESENT

- Ascertaining the customer's level of familiarity with their projects, and guiding them through the process of achieving their goals.
- Responsible for communication with vendors, and arranging delivery of required parts.
- Collating rental statistics into useful documents. The organization and filing of those documents.
- Small engine and tool repair.

### SHOP CLERK | A&P | DECEMBER 2001 – JUNE 2008

- Basic customer service, Restocking shelves, cashier functions and other functions as required.