

DAVID ROBERTS

davidaverycr@gmail.com | 775-304-9247 | 529 N 120 W, Lindon, UT 84042

Summary

Hard working and dedicated. Proven to accomplish difficult tasks while working in fast-paced environments. A successful Eagle Scout, a team builder with strong leadership capabilities. Operates well under stressful situations either in individual work or in a group.

Skill

- Time management
- Organization and Efficiency
- Good Communication Skills
- Leadership
- Team Player
- Takes Criticism Well
- Cerner and One Source Adept
- Multitasking and Prioritization

Work Experience

Full Time Service Representative | Church of Jesus Christ of Latter Day Saints - Omaha, NE | 10/2018 - 07/2021

- Led groups of 26-28 representatives, conducted weekly training meetings, followed up on goals, and created weekly progress reports
- Planned, organized, and taught 44 workshops on goal setting, relationship building, and leadership skills. Increased volunteer effectiveness by providing training for 60 representatives in individual communication, problem-solving, and productivity skills
- Cultivated a strong work ethic by working 12 hours a day developing discipline and communication skills through daily study, daily interactions with strangers, and public speaking to meet specific goals regarding community service
- Maintained and updated membership database on a regular basis, ensuring accurate and current records

Administrative Assistant | Humboldt General Hospital - Winnemucca, NV | 08/2021 - 10/2021

- Maintained and organized establishment by keeping a clean workplace and ensuring a strict schedule for the office and its needs
- Managed Cerner; registering 30+ patients and running insurance on the One Source website efficiently to keep a fast moving work environment - ensuring patients are pleased and hospital operations are advancing

Lead Administrative Assistant | Freedom Square Chiropractic - American Fork, UT | 10/2021 - Current

- Organized office and scheduled patients for three in house doctors and 2 locations in a time effective manner showing the ability to stay focused and help clients.
- Managed insurance and handled office payments in an orderly fashion. This gave me experience in maintaining an even temperament with disgruntled patients (usually concerning payments).

Education and Training

Albert Lowry High School | Winnemucca, NV | 06/2018

High School Diploma

Accomplishments

Eagle Scout Boy Scout Troop 221

- Lead a group of 10-15 volunteers in multiple service projects counting towards over 100 hours of community service
- Learned a wide variety of skills geared toward self improvement, some of which included personal finance, wilderness survival, and proper nutrition and preparation of meals