
Student Worker Resume

Job Objective

To secure a position as Student Worker with established and growing company where my education and experience will benefit business.

Highlights of Qualifications:

- Profound knowledge of computer, different software and other technical details
 - Ability to work independently given departmental policies and guidelines
 - Strong communication skills, both written and oral and interact with others in a friendly manner
 - Highly responsible and dependable
-

Professional Experience:

Student Worker
Allen Memorial Hospital Corp, West Los Angeles, CA
February 2005 – Present

- Assisted in filling registration forms.
- Organized data and maintained confidential records.
- Answered telephone, received and sent messages.
- Typed reports accurately and prepared files for new students.
- Assisted in maintaining department equipment and supplies.

Student Worker
DeVry, West Los Angeles, CA
August 2000 – January 2005

Responsibilities:

- Conducted data entry tasks and documented reports.
 - Managed reception and front desk duties when required.
 - Created and updated records.
 - Copied, filed, sorted and compiled information details of students.
 - Maintained work area clean and organized.
 - Checked and verified work and maintained confidentiality and accuracy.
-

Education:

Bachelor's Degree in Computer Science
Saint Paul College, Saint Paul, MN

[Build your Resume Now](#)