

## ***Alan Robinson***

1180 Cushing cir. #209

St. Paul, MN 55108

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### ***QUALIFICATIONS:***

- Dedicated team player
- Excellent interpersonal and customer service skills
- Ability to cope with tight deadlines and stressful situations
- Flexible and adapts to changing priorities

### ***EXPERIENCE:***

2010-Present

**ISD 197/Somerset Elementary School** Mendota Heights, MN

- Paraprofessional/ Recess Supervisor
- Supervise students outside the classroom
- Provide administrative assist to teachers

2007- 2010 **Office Depot** Plymouth, MN

*Loader / Forklift Driver*

- Operated forklift equipment
- Maintained a safe working environment and professional attitude
- Loaded and unloaded merchandise to fill orders and stock warehouse in a timely manner

2003-2007 **A & M Business Interior Services** Minneapolis, MN

*Office Furniture Installer*

- Assembled and installed cubicles and office furniture in a safe and timely manner
- Traveled to various locations throughout the area to complete the assigned work orders
- Working as a team in a quiet, organized, professional manner were essential qualifications needed in this position

2001- 2002 **Mpls./St. Paul International Airport** St. Paul, MN

*Security Screener*

- Provided excellent customer service
- Provided exceptional attention to detail
- Thoroughly screened passengers and baggage prior to them entering the terminal
- Ensured passengers have appropriate documents and are following the rules and regulations of the airport
- Handled confidential and sensitive information while respecting the passengers privacy

1996 -2001 **Saturn Riverfront Educational Center** St. Paul, MN

*Paraprofessional*

- Maintained student medication schedule
- Dispensed appropriate medication to specified students
- Ensured students stay on the appropriate meal schedule
- Verified students have completed homework and any other assigned tasks
- This position required patience, understanding and the ability to communicate with students of various backgrounds

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**EDUCATION:**

1995 - 1996 **Brown Institute – Computer Business Programming** Minneapolis, MN

1991 - 1993 **University of Minnesota – Business Management** St. Paul, MN