

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Part-Time Office Assistant - Company / Location

MONTH YEAR - Present

- **Job Description:** Provided primary office assistant duties at River Community College in a fast-paced environment for two years.
- **Results:** Coordinated appointments, filed paperwork, and answered phone calls to ensure all customers received the help they needed.
- **Additional Competencies:** Coordinated with staff to schedule new appointments without disruptions
- **Other:** Worked 20 hours per week on average while maintaining a full course load and excellent grades.

Sales Associate - Company / Location

MONTH YEAR – MONTH YEAR

- **Job Description:** Provided excellent customer service to anyone who walked through the store doors and helped them find what they were looking for.
- **Results:** Made over 100 sales by providing excellent customer service and answering all questions about the products and company.
- **Additional Competencies:** Assisted with basic administrative tasks like answering phones and printing and filing reports.
- **Other:** Trained a replacement before leaving the position to ensure they knew all the relevant systems and routines.

Project Experience

- **Fundraising Committee:** Managed a committee of 20 people while organizing a fundraising event. Handled all scheduling with vendors and other volunteers.
- **Voter Registration:** Collected voter registration paperwork and filed it to ensure everything was completed on time.
- **Scheduling Volunteers:** Held a leadership position with a volunteer club in which I scheduled volunteers for various time slots for charity events.

Education

Associate Degree in Business Administration - River Community college

MONTH YEAR

- GPA:3.5

High School Diploma - River High School

May 2009

- GPA: 3.8
- Honors

Skills

Expertise

- Passionate
- Excellent communication skills
- Computer skills
- Organizational skills

Licenses & Accreditations

Licenses Licenses & Accreditations

- Microsoft Office Certified
- CPR Certified