

NAME

TITLE

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

Profile

Highly organized and motivated recent graduate with a Bachelor's degree in Business Administration. Seeking an entry-level secretary position to fully utilize strong administrative skills, excellent communication abilities, and attention to detail to support office operations.

Experience

Administrative Intern - Highlands Shared Offices / Houston, TX

MONTH 2023 - Present

- Assisted with daily administrative tasks, including scheduling, filing, and correspondence.
- Managed the front desk, greeting visitors and answering incoming calls.
- Assisted in planning and executing company events.
- Prepared and edited documents and presentations.
- Collaborated with the administrative team on special projects.

Student Assistant - University of Texas / Austin, TX

MONTH 2021 – MONTH 2023

- Supported administrative staff in managing office tasks.
- Organized and maintained student records.
- Assisted with scheduling and planning university events.
- Managed incoming correspondence, providing information and assistance with questions.
- Contributed to the creation of informational materials for students.

Project Experience

- Assisted with a department-wide initiative to improve client account organization and document management, increasing efficiency and ease of access.
- Collaborated with the administrative team to implement the new system and train staff on its use.
- Maintained the confidentiality and security of sensitive client documents throughout the project.

Education

Bachelor's Degree in Business Administration - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Proficient in Microsoft Office Suite and Google Suite
- Excellent verbal and written communication skills
- Strong organization and time-management abilities
- Detail-oriented
- Exceptional customer service

Licenses & Accreditations

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- [Certified Administrative Professional \(CAP\)](#), International Association of Administrative Professionals (IAAP)
- Microsoft Office Specialist (MOS) Office 2019, Microsoft Learn
- [Notary Public Certification](#) (NPC), National Notary Association (NNA)