

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- A diligent and ambitious soon-to-be graduate pursuing a degree in business administration. Well-versed in assisting with project execution, performing administrative duties, and focusing on continuous professional growth. Eager to apply enhanced skills in time management, basic computer knowledge, organization and communication, observed during previous internships.

Education

- Bachelor of Business Administration | TUFTS UNIVERSITY, Medford, MA | Expected Graduation: 2025

Certifications

- CompTIA A+ Certification (A+), Computing Technology Industry Association (CompTIA), 2024

Key Skills

- Administrative tasks
- Basic computer skills
- Communication skills
- Project support
- Learning and development

Experience

COMPUTER LAB ASSISTANT | TUFTS UNIVERSITY, MEDFORD, MA | AUGUST 2023 - PRESENT

- Assist in multiple software upgrades and installations
- Manage data gathering and analysis to support the team's progress reports
- Engage in numerous training sessions and workshops aimed at the continuous advancement of technical skills

BUSINESS ADMINISTRATION INTERN | INNOTECH, CAMBRIDGE, MA | JUNE 2022 - JANUARY 2023

- Supported and coordinated various projects within the administration department
- Accomplished various administrative assignments such as scheduling meetings, managing files, and promptly responding to departmental emails
- Actively participated in professional development opportunities and implemented learned skills for efficient execution of tasks