





Ethan Parker

Motivated and organized entry-level administrative assistant with hands-on internship experience. Skilled in scheduling, data entry, and customer service. Eager to apply academic knowledge to improve office operations in a professional setting.

EP

CONTACT

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EDUCATION

- ASSOCIATE OF ARTS (A.A.) IN BUSINESS ADMINISTRATION** | COMMUNITY COLLEGE OF DENVER, DENVER, CO | JUNE 2023

KEY SKILLS

- Customer service
- Data entry
- Google Workspace
- Time management

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE INTERN | ASPEN BUSINESS SOLUTIONS, DENVER, CO | MAY 2023 - AUGUST 2023

- Organized digital files for 500+ clients, improving file retrieval times by 40%
- Scheduled meetings and appointments for office staff of 15 employees
- Answered phone calls and directed inquiries, maintaining professionalism and accuracy

STUDENT VOLUNTEER | UNIVERSITY CAREER CENTER, DENVER, CO | JANUARY 2023 - APRIL 2023

- Assisted students with scheduling career counseling sessions
- Supported administrative staff by maintaining digital records of student interactions

CERTIFICATIONS

- Google Workspace Certification, Google | January 2023