



Ethan Parker

Entry-Level Administrative Assistant

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.

CONTACT INFORMATION

 (123) 456-7890

 youremail@example.com

 Denver, CO 80202

KEY SKILLS

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

PROFESSIONAL EXPERIENCE

May 2023 - August 2023

Administrative Intern | Aspen Business Solutions | Denver, CO

- 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

January 2023 - April 2023

Student Volunteer | University Career Center | Denver, CO

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

EDUCATION

Associate of Arts (A.A.), Business Administration

Community College of Denver, Denver, CO | - June 2023

CERTIFICATIONS

Google Workspace Certification, Google, November 2023