

FIRST LAST

12345 Easy Street
Happyville, OR 97226
971-722-1234
name@yahoo.com

Business student with office experience seeking entry level office position

SUMMARY

- 4 years clerical/administrative experience, working under project/budget restrictions
- Civic involvement- fundraising and organizing small and large events; managing volunteers and monitoring expenses

EDUCATION

Portland Community College, Portland, OR

AAS, Administrative Office Professional
Administrative Assistant Certificate

expected 2018
2012

Academic Competencies & Skills

Intermediate - MS Office Suite, Google Suite/Cloud type 45 WPM
Basic - Adobe Photoshop, MS Publisher

OFFICE EXPERIENCE

Shipping Receiving Clerk, ABC Co., Gresham, OR

2015-2017

- Organized shipments and provided sole quality control for over 180 distinctive products. Double checked shipping manifest to products and recorded information from multiple shippers
- Cross trained for UPS/FedEX shipping programs
- Reviewed file contents, updated information quarterly and prepared for long term storage

Office Clerk, Zippity Do Dah, Memphis, TN

2011-2013

- Pulled and stored confidential case files
- Handled verbal and written correspondence, with sensitivity to privacy and client's comfort
- Prepared document- copy requests from verbal instructions while providing reception support
- Greeted clients in person, relayed messages and /or directed calls

LEADERSHIP ACTIVITIES

League Coordinator, Westside Women's Soccer, Portland, OR

2013- 2015

- Organize league tournaments for 20 teams in 7 public venues
- Collected payments, made reservations and worked with coaches/referees for smooth system
- Executed numerous fundraising events to support league scholarships and travel expenses, contacted vendors, arranged payments and delegated tasks to 3-5 volunteers