

Maria Chen

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PROFESSIONAL SUMMARY

Recent graduate with exactly 1 year of administrative experience. Proficient in Microsoft Office Suite and passionate about public service. Quick learner with strong attention to detail.

EDUCATION

Associate of Science in Business
Springfield Community College, 2023

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Data Entry, Customer Service, Written Communication, Verbal Communication, Oracle Financials (training completed)

WORK EXPERIENCE

Administrative Intern

City Planning Department, January 2023 - January 2024 (12 months)

- Provided administrative support to planning staff
- Performed data entry using Microsoft Excel and Oracle Financials
- Answered phones and directed calls to appropriate departments
- Maintained filing systems and organized documents
- Assisted with customer service inquiries from residents
- Created meeting minutes and correspondence using Microsoft Word