

Professional Summary

Motivated and detail-oriented college graduate in liberal arts, with extensive high school studies in business and communication and over five years of workplace experience. Highly proficient in common office software. Capable of managing multiple projects simultaneously and coordinating team tasks. Strong communication and organizational skills. Passion for customer service and problem solving.

Education

2013–2016 **Bachelor of Arts**, Pennsylvania State University.

Primary Major: Business Administration

Secondary Major: Communication Studies

GPA: 3.6

Experience

Professional

2017–2020 **Administrative Assistant**, GNC, New York.

Responsible for assisting in all day-to-day operations for both employees and clients.

Duties:

- Performed daily administrative functions such as answering calls and emails, scheduling meetings, preparing meetings agendas and memos
- Administered office documents and forms
- Maintained and updated mailing lists
- Provided proofreading support for presentations and reports
- Monitored, documented, and prepared office expenses and performance status reports

Vocational

2016–2017 **Intern**, New York State Board of Elections, New York.

Duties:

- Liaise with candidate representatives and resolve queries
- Assist with organizing voter outreach events
- Managing mailroom processes
- Assist front desk staff in daily office procedures providing accurate information to the public
- Work in databases and spreadsheets and other daily information processing

2015 **Volunteer**, Habitat for Humanity, Puerto Rico.

Duties:

- Project management as part of a Global Village team
- Building local infrastructure including school and office buildings
- Liaising with local stakeholders for project management

Other skills

Languages Fluent in Spanish and German

Software Highly proficient in Microsoft SharePoint, Excel, Word, PowerPoint, Teams. Typing: 100 wpm

August 11, 2020, New York

Dear Sir/Madam,

Next month I will be relocating to Philadelphia, where I grew up, on account of my wife accepting a job in the city. I have given notice to my current employer and am actively seeking employment in what will soon again be my hometown.

I am very interested in the position you have advertised in administration. I have over five years of experience working in this industry and I am confident that my professional skills and capabilities would allow me to make a positive contribution to your team. In addition to the achievements listed on my CV, I would like to highlight that I am professionally known for my friendly demeanor towards both clients and colleagues, my ability to work in a team environment, and my attention to detail. I believe these strengths would be valuable assets in this job.

My references are available on request. Please do not hesitate to contact me for further information, and thank you for your consideration.

Yours faithfully,

Robert Smith

Attached: curriculum vitæ