**INTERN:** **Operations Assistant/Administrative Assistant**

Can you generate well formatted resume with below contents

Brown Jack

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Motivated and detail-oriented Administration Assistant intern with a strong foundation in operations management, eager to contribute to the success of an organization as an Operations Assistant. Recently completed coursework in business processes, supply chain management, and logistics. Adept at assisting with daily operations, data entry, and supporting teams to ensure efficiency. Ready to apply my skills in time management, problem-solving, and organizational support to improve operational workflow in a dynamic environment.

Education

Bachelor of Science

Software Engineering

**Birmingham University** 2020 - current

United Kingdom

High School:

St William High School, United Kingdom

### **Skills**

* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
* Strong organizational and time-management abilities
* Excellent written and verbal communication skills
* Familiar with office equipment and administrative tools
* Ability to handle multiple tasks and prioritize effectively
* Basic knowledge of office software like Google Workspace and scheduling tools

### **Projects**

### **Event Coordination Project**

**Role:** Event Coordinator Intern  
**Duration:** 3 Months  
**Project Type:** Event Planning & Logistics

* **Description:** Planned and managed the logistics for university seminar attended by over 200 participants. Responsibilities included organizing schedules, sending invitations, managing attendee RSVPs, and coordinating follow-up correspondence.
* **Key Achievements:**
  + Successfully coordinated all logistical aspects, including venue booking, transportation, and catering, ensuring smooth event execution.
  + Handled communication with speakers and participants, improving overall event coordination.
  + Managed event registration, reducing attendee wait times by 20% through efficient check-in procedures.
  + Assisted in post-event feedback collection, contributing to a 15% improvement in future event planning.
* **Skills Gained:** Event coordination, communication, problem-solving, time management, customer service, vendor management, attention to detail.

### **Campus Resource Optimization Project**

**Role:** Operations Intern (University Project)  
**Duration:** 3 Months  
**Project Type:** Resource Optimization & Data Analysis

* **Description:** Assisted in a university-wide project to optimize the use of campus resources (such as classrooms, labs, and study spaces) to improve student experience and operational efficiency.
* **Key Achievements:**
  + Collected and analyzed data on the usage patterns of campus resources (e.g., classroom occupancy, lab usage, study room booking).
  + Created reports that highlighted peak usage times and underutilized resources, enabling the university to better allocate spaces based on demand.
  + Collaborated with the facilities management team to suggest improvements, including the introduction of an online booking system for study rooms.
  + Contributed to the development of a survey to collect feedback from students and staff on resource availability and ease of access.
  + Suggested a strategy that improved room utilization by 15% during peak hours.
* **Skills Gained:** Data analysis, resource management, teamwork, problem-solving, reporting, process optimization, communication.

### **Achievements**

* Earned recognition for outstanding organizational skills in a university fund collection for Charity
* Successfully reduced filing errors during volunteer work by implementing a new labeling system.