

Jordan Clark

Atlanta, GA • (303) 321-2649 • jordan.clark17@example.com • linkedin.com/in/jordanclark17

Target Field: General / Other

PROFILE

Administrative Assistant interested in General / Other. Hard worker and team player. Looking for a job where I can learn and do my best.

EDUCATION

Boston University
B.A. Psychology

Miami, FL
2016 — 2018

EXPERIENCE

Administrative Assistant — HarborPoint Group

Seattle, WA | 2024 — Present

- Assisted with various activities and learned along the way.
- Did a lot of different tasks and helped when needed.
- Helped with projects and communicated with people.

Project Coordinator — Ridgeway Operations

Denver, CO | 2020 — 2021

- Assisted with various activities and learned along the way.
- Did a lot of different tasks and helped when needed.

Intern — Oakline Services

Portland, OR | 2018 — 2019

- Worked with the team on stuff and tried to meet deadlines.
- Did a lot of different tasks and helped when needed.

PROJECTS

Various Projects

- Worked on different projects for school and work.
- Helped with planning and execution.

SKILLS

Skills: Communication, Teamwork, Microsoft Office, Problem solving

Certifications: Lean Basics (Workshop), Customer Support Foundations