

Lucas Rivera

Miami, FL • (512) 958-7402 • lucas.rivera66@example.com • linkedin.com/in/lucasrivera66

Target Field: General / Other

PROFILE

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

EDUCATION

University of Maryland

B.A. Sociology

- Clubs: various

Phoenix, AZ

2018 — 2021

EXPERIENCE

Office Manager — HarborPoint Group

Seattle, WA | 2023 — 2025

- Helped with projects and communicated with people.
- Worked with the team on stuff and tried to meet deadlines.
- Assisted with various activities and learned along the way.

Customer Support Specialist — Summit Services

Raleigh, NC | 2022 — 2023

- Responsible for many things in the job.
- Helped with projects and communicated with people.

General / Other Assistant — Ridgeway Operations

Miami, FL | 2019 — 2020

- Worked with the team on stuff and tried to meet deadlines.
- Responsible for many things in the job.

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: Customer Support Foundations, Lean Basics (Workshop)