



Brian Mitchell

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[LinkedIn](#) | [Portfolio](#)

Organized administrative professional

Highly motivated administrative assistant with strong clerical and organizational skills. Seeking an opportunity to support office operations in a fast-paced work environment.

Professional Experience

Office Intern

XYZ Consulting Firm | June 2022 - Present

- Manage data entry for 200+ client records, ensuring accuracy and confidentiality
- Assist in scheduling meetings and coordinating office calendars

Receptionist (Volunteer)

Community Outreach Center | August 2021 - May 2022

- Answered 50+ calls per day, directing inquiries to the appropriate departments
- Organized client files and office paperwork, improving workflow efficiency

Key Skills

- Microsoft Office (Word, Excel, Outlook)
- Data entry and document management
- Scheduling and calendar management
- Customer service and phone etiquette

Education

Associate Degree in Business Administration

New York City Community College | May 2023