

Samantha Lopez

City, ST
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(555) 789-4567
LinkedIn

Entry-level administrative assistant with experience in office management and customer support

Highly organized administrative professional with experience handling office tasks, managing schedules, and supporting team operations.

PROFESSIONAL EXPERIENCE

- June 2023 -
December 2023

Administrative Intern
City Business Solutions, City, ST
 - Assisted in scheduling meetings, managing office correspondence, and handling administrative duties
 - Maintained records and organized company files for improved efficiency
- August 2022 -
May 2023

Front Desk Assistant
University Career Office, City, ST
 - Managed front desk operations, answering inquiries and scheduling appointments
 - Assisted with event planning and coordinated job fair logistics

KEY SKILLS

- Office management and organization
- Scheduling and calendar management
- Customer service and communication
- Data entry and document preparation
- Microsoft Office Suite and Google Workspace

EDUCATION

- Associate Degree in Business Administration (May 2024)**
State College, City, ST