

Wilson B. Frankel

(401) 000-1234

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568 Dewberry Lane South, Apt. 3251, Cranston, RI 02823

Profile

Energetic, detail-oriented Office Assistant with over two years of experience serving customers, managing social media and providing administrative support. Self-motivated and highly familiar with Microsoft applications and office equipment. Skilled in interacting and collaborating with clientele and team members to exceed expectations, streamline processes and boost office morale.

Key Skills

- Teamwork
- Organizational skills
- Microsoft Office and Social Media
- Typing Speed: 65 WPM
- Customer Service

Education

Bachelor of Science in Marketing with Minor in Public and Community Service Studies

Providence College, Providence, RI, September 2016 – December 2020

- Member, Delta Sigma Pi business fraternity
- Participated in the Friar Leadership & Immersion Program and the Friar Four Career Core
- Coursework completed:
 - Data Applications in Business
 - Organizational Behavior
 - Managerial Accounting
 - Promotional Strategy
 - Legal Environment of Business
 - Foundations of Organizational Service
 - Diversity, Community and Service

High School Diploma

St. Patrick Academy, Providence, RI, 2016

Professional Experience

Global Studies/Public and Community Service, Office Assistant, Providence, RI

January 2018 – December 2020

- Collaborated with the Administrative Coordinator and other student employees to maintain Peer Mentoring Program
- Assisted office management with greeting visitors, answering phones, organizing and filing documents
- Helped other student employees put together monthly newsletters and update department website and social media page