

## 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

## 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

# Wilson B. Frankel

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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