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## ENTRY-LEVEL/RECENT GRADUATE

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1234 America Drive • Anytown, USA 12345 • 555.555.1234 • [entrylevel@entrylevel.com](mailto:entrylevel@entrylevel.com)

### ADMINISTRATIVE ASSISTANT

Team-oriented professional with extensive international exposure through study abroad programs in Denmark and Italy; offer in-depth understanding of various cultures and how individuals adjust to new environments. Confidently interact with students, faculty, and families from diverse backgrounds. Offer track record of success coordinating events and administering office activities, demonstrating strong analytical, problem-solving, and communication skills. Exhibit passion for learning new languages; fluent in Norwegian and proficient in Italian and Danish. Core competencies include:

Team Leadership • Multicultural Awareness • International Communication • Office Administration  
Event Logistics • Problem Solving • Vendor Relations • Equipment Delivery, Set-Up, & Removal • Student Relations

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### ACADEMIC CREDENTIALS

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**Bachelor of Arts in International Studies (Minor in Cultural Anthropology & Italian)**..... 2011  
University of USA, Anywhere, USA

**Certificate in Business for Non-Business Majors** .....Summer 2010  
University of USA, Summer Business Institute, Anywhere, USA

**Coursework in European Culture and History** ..... 2010  
European Institute for Study Abroad, Copenhagen, Denmark (12 semester credits)

**Coursework in Language and Culture** .....Summer 2008  
Summer Language Institute in Italy, USA University Program, Urbino, Italy (8 semester credits)

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### EMPLOYMENT HISTORY

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#### UNIVERSITY OF USA—OFFICE OF THE DEAN, BUSINESS COLLEGE

Anywhere, USA..... September 2008-December 2011

##### Office Employee

- Ensured on-time deliveries to buildings across campus by performing various office duties.
- Answered telephone queries from students, parents, faculty, and general public.
- Performed as office receptionist as needed.

#### UNIVERSITY OF AMERICA—COLLEGE ALUMNI ASSOCIATION

Anytown, USA ..... June 2008-June 2009

##### Student Worker

- Played key role in set-up, coordination, and management of Alumni Weekend event.
- Functioned as official event photographer.

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### EXTRACURRICULAR INVOLVEMENT

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**CANCER SOCIETY, RELAY FOR LIFE** ..... 2009, 2011

- Served as Board Member in 2011.
- Participated on logistics subcommittee.
- Contacted vendors and arranged all equipment delivery, set-up, and removal.
- Organized publicity, tee-shirt purchases, and food concessions.

**UNIVERSITY OF USA SORORITY** ..... 2009-2011

- Performed on standards committee in 2010.
- Ensured appropriate application of rules and adherence to sorority standards.
- Resolved conflicts between members and implemented corrective actions.

**UNIVERSITY OF USA ENVIRONMENTAL SOCIETY** ..... 2007-2009