
SUCCESSFUL JOB SEEKER

1234 America Drive • Anytown, USA 12345 • 555.555.1234 • entrylevel@entrylevel.com

ADMINISTRATIVE ASSISTANT

Extensive international exposure through study abroad programs in Denmark and Italy. In-depth understanding of various cultures and how individuals adjust to new environments. Confidently interact with students, faculty, and families from diverse backgrounds. Offer record of successfully 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

ACADEMIC CREDENTIALS

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)

EMPLOYMENT HISTORY

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.

EXTRACURRICULAR INVOLVEMENT

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**