

MH

MARK HARRIS

A motivated recent graduate with a bachelor of business administration degree from the University of Pittsburgh, demonstrating strong organizational and time-management skills, as well as basic accounting knowledge. Relevant professional experience as an administrative assistant with proficiency in Microsoft Office Suite and managing administrative tasks.

Location

City, State Abbreviation Zip Code

Phone

(123) 456-7890

Email

email@example.com

Website

LinkedIn | Portfolio

Key skills

- Administrative tasks
- Basic accounting
- Organizational skills
- Proficiency in Microsoft Office Suite
- Vendor management

Education

Bachelor Of Business Administration (Bba) | University Of Pittsburgh, Pittsburgh, Pa | May 2021

Professional Experience

Administrative Assistant | Jjd Consulting, Pa
May 2022 - Present

- Providing comprehensive support to senior personnel, managing calendars, scheduling appointments, and coordinating meetings
- Handling and organizing important company documentation, ensuring all files are up-to-date and easily accessible
- Liaising with vendors to ensure a regular supply of office materials and executing administrative duties such as answering calls and managing mail correspondence

Office Assistant | Pinnacle Software, Pa
December 2021 - April 2022

- Helped with the organization and maintenance of the office environment and upkeep of office equipment
- Played an integral role in time management by creating efficient scheduling systems and coordinating meetings
- Managed financial records using basic accounting skills, demonstrating proficiency with Microsoft Office Suite for record-keeping

Certifications

- Certified Business Manager (CBM), Association of Professionals in Business Management, 2022