

Lucas Adams

Motivated and reliable entry-level Office Administrator with recent internship experience. Strong organizational skills and a keen ability to support office functions, manage schedules, and improve efficiency. Eager to contribute to office operations and grow within an administrative career.

CONTACT

-  (312) 555-7890
-  lucas.adams@email.com
-  LinkedIn | Portfolio
-  Chicago, IL 60601

KEY SKILLS

- Office Operations
- Calendar Management
- Reception Duties
- Data Entry
- Event Planning

PROFESSIONAL EXPERIENCE

June 2020 - August 2020

Office Administrator Intern, Bright Future Consulting | Chicago, IL

- Assisted in organizing daily office functions, including managing schedules and handling communications.
- Helped maintain office supplies and ordered new materials as needed.
- Assisted with organizing company events and meetings, improving team collaboration.

September 2019 - May 2020

Receptionist, City Health Clinic | Chicago, IL

- Greeted patients and visitors, ensuring a welcoming and efficient check-in process.
- Managed appointment scheduling and directed patient inquiries to the appropriate department.
- Supported the office manager with administrative tasks, such as filing and data entry.

EDUCATION

Associate of Arts in Office Administration

Chicago City College, Chicago, IL | May 2020