



Catherine Miller

ABOUT ME

I am a recent business administration graduate with internship experience in administrative support and customer service. I am eager to apply my organizational and analytical skills to optimize business operations.

PROFESSIONAL EXPERIENCE

Administrative Intern | Bright Solutions, Orlando, FL

March 2022 – August 2022


- Supported daily operations and assisted in creating marketing materials, improving data entry accuracy by 10%.
- Streamlined scheduling processes, enhancing office efficiency.

Customer Service Intern | QuickServe, Orlando, FL


September 2021 – February 2022

- Provided frontline support and improved response times to customer inquiries.

CONTACT

 (555) 345-6789

 catherine.miller@example.com

 Orlando, FL 32801

 LinkedIn

KEY SKILLS

- Administrative support
- Data entry
- Customer service
- Microsoft Office proficiency

EDUCATION

- Bachelor of Business Administration
University of Central Florida
Orlando, FL | May 2022