

AARON PHILLIPS

Medford, MA | (123) 456-7890 | email@example.com | LinkedIn | Portfolio



PROFILE

Diligent soon-to-be graduate in Business Administration with hands-on experience in project support, administrative duties, and continuous professional development. Skilled at coordinating meetings, managing files, and communicating across teams.

PROFESSIONAL EXPERIENCE

Computer Lab Assistant

Tufts University, Medford, MA | August 2023 - Present

- Assisted with three major software upgrades, verifying compatibility and performance
- Managed data gathering and analysis for weekly progress reports, improving lab uptime by 15%
- Organized and led four technical-skills workshops for 30+ students, boosting tool adoption

Business Administration Intern

Innotech, Cambridge, MA | June 2022 - January 2023

- Coordinated scheduling for 12 department meetings, ensuring 100% on-time execution
- Managed digital filing system of 2,000+ documents, reducing retrieval time by 40%
- Drafted and distributed executive summaries for five strategic initiatives

EDUCATION

B.B.A.

Tufts University, Medford, MA | May 2025