



MARCUS HOLLOWAY

Recent business graduate with two internships in office operations and a year of part-time front desk experience. Strong with Google Workspace, calendar scheduling, and visitor coordination. Looking for a full-time administrative assistant role on a friendly team.

CONTACT INFORMATION



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Tulsa, OK

KEY SKILLS

- Google Workspace (Docs, Sheets, Calendar, Drive)
- Microsoft Word, Excel, Outlook
- Zoom and Microsoft Teams meeting setup
- Filing and records management
- Typing speed: 72 WPM
- Conversational Spanish

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT (PART-TIME) | PRAIRIE RIDGE DENTAL GROUP, TULSA, OK

AUGUST 2023 – PRESENT

- Greet 60-80 patients per day, verify insurance details, and prep intake paperwork before appointments.
- Reschedule cancellations within the same business day to keep dentist schedules at least 90% booked.
- Manage the shared front-desk inbox and route billing questions to the right staff member.
- Restock supplies and place weekly orders through Henry Schein under a fixed monthly budget.

ADMINISTRATIVE INTERN | TULSA COMMUNITY WORKFORCE CENTER, TULSA, OK

JUNE 2023 – JULY 2023

- Logged 1,200+ client intake forms into the case management system over a 10-week internship.
- Set up Zoom rooms and printed agendas for weekly board meetings with the executive director.
- Drafted thank-you letters to donors using mail merge in Word.

EDUCATION

- Bachelor of Science in Business Administration, Northeastern State University | May 2024

Coursework: Business Communication, Intro to Accounting, Organizational Behavior