

## SECRETARY

# Mary Santiago



### PROFESSIONAL SUMMARY

Enthusiastic and detail-oriented recent graduate with an Associates Degree in Business Administration from Montana Community College. Adept at multitasking and maintaining a well-organized work environment. Proven ability to adapt quickly to new tasks and responsibilities.

### EDUCATION

**Associates Degree in Business Administration,**  
Montana Community College, Helena, MT

2020 - 2023

**GPA:** 3.7/4.0

### EXTRACURRICULAR ACTIVITIES

**Vice President,** Business Club, Montana Community College

2022 - 2023

- Led the organization in the absence of the president, overseeing club activities and events.
- Coordinated with members to plan and execute business-related workshops and seminars.
- Facilitated communication between club members and the college administration.
- Contributed to the development of strategies to increase membership and engagement.

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### SKILLS

Typing



Filing



Organizational Skills



Scheduling



Time Management



Microsoft Office Suite



Customer Service



Proofreading



Accounting Principles



Attention to Detail

