



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.

+1 234 567 89 10

marysantiago@mail.com

United States, Helena, MT

SKILLS

Typing



Filing



Organizational Skills



Scheduling



Time Management



Microsoft Office Suite



Customer Service



Proofreading



Accounting Principles



Attention to Detail

