



Emma Rodriguez

Administrative Assistant

 (305) 555-6789

 emma.rodriguez@gmail.com

 United States, Miami, FL

PROFESSIONAL SUMMARY

Enthusiastic and detail-oriented recent graduate seeking an entry-level Administrative Assistant position to leverage strong organizational and communication skills to support office operations.

EDUCATION

2020 - 2024

Bachelor of Science in Business Administration

Florida International University

United States, Miami, FL

EXPERIENCE

2024 - 2024

Intern, Administrative Assistant

Hewlett Packard Enterprise

United States, Miami, FL

- Assisted with daily office tasks, including scheduling meetings and managing phone calls.
- Maintained filing systems and organized digital documents for easy access.
- Supported event planning efforts, including preparing materials and coordinating logistics.

2022 - 2023

Volunteer Coordinator

United Way of Miami-Dade

United States, Miami, FL

- Managed volunteer schedules and communicated with team members to ensure coverage for events.
- Developed and maintained a database of volunteers, tracking hours and contributions.
- Assisted with fundraising events, handling registrations and participant communications.

SKILLS

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)



Strong communication and interpersonal skills



Ability to work well in a team environment



Excellent time management and organizational abilities



Eager to learn and adapt to new tasks quickly

