

EMILY CARTER



OFFICE ADMINISTRATOR

Phone: (555) 321-9876

Address: United States, Chicago, IL

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Detail-oriented and self-motivated entry-level office administrator with a passion for supporting day-to-day operations, handling correspondence, and managing office supplies. Eager to contribute organizational skills and a positive attitude to a dynamic team environment.

EXPERIENCE

June 2024 - Now

Lakeside Consulting / Chicago, IL

Office Administrator
Intern

- Provide administrative support including answering phone calls, managing emails, and scheduling meetings.
- Assist senior administrators with document management, filing, and maintaining office organization.
- Handle office inventory and restock supplies to ensure the office runs smoothly.
- Support customer service by addressing client inquiries and scheduling appointments for meetings.

June 2022 - May 2024

Retail Excellence / Chicago, IL

Customer Service
Representative

- Answered customer queries, ensuring a high level of satisfaction and customer loyalty.
- Processed customer orders, returns, and exchanges, providing timely solutions.
- Maintained customer records and coordinated with the sales team to ensure accuracy.

EDUCATION

Associate of Science in
Business Administration

Chicago City College / Graduated: May 2025

Microsoft Office
Specialist (MOS)

Certification Date: January 2024

SKILLS

Proficient in Microsoft Office
(Word, Excel, PowerPoint)

Expert

Strong written and verbal
communication

Expert

Calendar management and
appointment scheduling

Expert

Basic knowledge of office
accounting and inventory
management

Expert

Customer service experience

Expert