Jordan Ellis

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# OBJECTIVE

Dedicated and detail-oriented recent graduate with a Bachelor of Arts in Business Administration from XYZ University. Brimming with innovative ideas and equipped with a profound academic background, enthusiastic about applying nuanced understanding of business concepts complemented by hands-on internship experiences in data entry and customer service, aiming to make a significant contribution to organizational triumph.

# EXPERIENCE

## Administrative Assistant

### ABC Corp | Seattle, WA Feb 20XX – Jan 20XX

Spearheaded administrative tasks with a detail-oriented approach. Managed intricate schedules, orchestrated well-coordinated events and meetings, ensuring every aspect flowed seamlessly, reflecting a hallmark of organizational excellence.

## Intern

### XYZ Corp | Seattle, WA Jul 20XX – Jun 20XX

Immersed in a dynamic business environment, honed skills in data entry and customer service. Played an instrumental role in various projects that aimed to optimize operational workflows, foster interdepartmental collaboration, and enhance overall operational efficiency.

# EDUCATION

## Bachelor of Arts in Business Administration

### Glennwood University | Redmond, WA Jun 20XX

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

# Certifications

* Microsoft Office Specialist
* Certified Associate in Project Management (CAPM)

# Skills

* Communication
* Teamwork
* Time management
* Adaptability