



## SKILLS

Data Entry

Office Management

Time Management

Document Preparation

Communication Skills

## INTERESTS

Astronomy

Surfing

Martial Arts

Community Service

## STRENGTHS

Originality

Empathy

Patience

Perseverance

## LANGUAGES



English  
80%



Spanish  
80%



Swahili  
80%

## ACHIEVEMENTS

Streamlined office processes, reducing administrative errors by 30%.

Coordinated a successful team-building event, enhancing employee engagement by 25%.

# MIA TAYLOR

## Administrative Intern

support@qwikresume.com (123) 456 7899 Los Angeles

www.qwikresume.com

## PROFESSIONAL SUMMARY

Detail-oriented Administrative Intern with 5 years of experience in office management, project coordination, and data analysis. Proven ability to support executives and enhance operational efficiency through effective communication and organizational skills.

## WORK EXPERIENCE

### Administrative Internship

Dec / 2021-Ongoing

Quantum Solutions LLC

Phoenix, AZ

1. Supported daily administrative operations by managing schedules, organizing files, and coordinating meetings.
2. Assisted in preparing reports and presentations for executive meetings, ensuring accuracy and clarity.
3. Maintained office supplies inventory and placed orders to ensure uninterrupted operations.
4. Facilitated onboarding processes for new hires, including orientation and training sessions.
5. Conducted research and data analysis to support project initiatives and improve decision-making.
6. Collaborated with team members to streamline communication and enhance workflow efficiency.
7. Provided exceptional customer service to clients and visitors, addressing inquiries and resolving issues promptly.

### Administrative Intern

Dec / 2019-Dec / 2021

Cactus Creek Solutions

Phoenix, AZ

1. Assisted in managing special projects under the guidance of senior management, ensuring timely completion.
2. Served as a point of contact for internal and external stakeholders, fostering strong relationships.
3. Tracked and monitored financial transactions, ensuring compliance with budgetary guidelines.
4. Maintained accurate records for invoicing and billing, improving financial reporting accuracy.
5. Prepared detailed reports and data analyses for management review, highlighting key insights.

## EDUCATION

### Bachelor of Arts in Business Administration

Dec / 2017 - Dec / 2019

University of California

Portland, OR

Focused on organizational management and administrative practices.