

# CHARLOTTE HARRIS

Office Intern

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## PROFESSIONAL SUMMARY

Resourceful Office Intern with 5 years of experience in providing comprehensive administrative support and optimizing office operations. Proficient in Microsoft Office Suite, adept at data management, and skilled in enhancing communication and workflow. Passionate about contributing to team efficiency and gaining insights into organizational dynamics.

## WORK EXPERIENCE

Office Intern Feb / 2022-Ongoing  
Maple Leaf Consulting Toronto, ON

- 1. Operated office machines, including photocopiers, scanners, and computers, to support daily operations.
- 2. Answered phones, directed calls, and took messages to ensure effective communication.
- 3. Maintained and updated filing, inventory, and database systems, enhancing organizational efficiency.
- 4. Opened, sorted, and routed incoming mail, ensuring timely responses to correspondence.
- 5. Computed, recorded, and proofread data for accuracy in reports and records.
- 6. Typed, formatted, proofread, and edited documents, ensuring professionalism and clarity.
- 7. Reviewed files and records to provide information in response to inquiries efficiently.

Office Intern/Specialist Feb / 2020-Feb / 2022  
Crescent Moon Design Portland, OR

- 1. Interacted with staff and clients, exercising strong judgment and discretion in communications.
- 2. Answered and directed incoming calls, ensuring effective communication within the office.
- 3. Gathered and disseminated information to keep the team updated on departmental activities.
- 4. Conducted general cleaning and assisted staff with various office duties as required.
- 5. Maintained inventory of supplies, ensuring the office was well-stocked and organized.

## EDUCATION

Bachelor of Science in Business Administration Feb / 2018 Feb / 2020  
University of Business Toronto, ON

Focused on organizational management and business operations.

## SKILLS

- Filing And Documentation
- Document Preparation
- Telephone Etiquette
- Basic Html/css
- Virtual Collaboration Tools

## INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

## STRENGTHS

- Willingness Wisdom
- Zeal Ingenuity

## LANGUAGES

- English Japanese German

## ACHIEVEMENTS

- Streamlined filing system, reducing retrieval time by 30%.
- Successfully managed scheduling for team meetings, improving attendance by 25%.