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| YOUR NAME**From Resume Genius** |
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| **CAREER OBJECTIVE** |
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| Highly motivated high school graduate with strong organizational skills, exceptional attention to detail, and excellent communication abilities. Looking to contribute to a professional and efficient work environment as the Administrative Assistant at Houston Paper Supply Company. |
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| **RELEVANT EXPERIENCE** |
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| Sep 2022–May 2023 | Houston Food Bank, Houston, TX**Volunteer Administrative Assistant** |
| * Assisted with administrative tasks including data entry, filing and document organization, and ensuring efficient office operations
* Coordinated and scheduled deliveries and pick-ups for 35 staff members and volunteers, managing calendars and sending out reminders
* Answered 15+ calls and emails per shift, providing accurate information and answers to queries
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| June 2022–Dec 2022 | Self-Directed Project, Houston, TX **Personal Project: Event Planning Assistant** |
| * Assisted in organizing and planning a successful community fundraising event, attracting 200+ attendees and raising $1,000 for a local charity
* Helped orchestrate event logistics, including venue selection, budgeting, and vendor coordination
* Used strong communication skills to secure support pledges from local businesses
* Marketed the event to the community on social media platforms, gaining 3000+ impressions and 400+ comments
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| Aug 2021–June 2023 | Memorial High Business Club, Houston, TX**Treasurer & Event Planning Committee Member** |
| * Managed club finances, overseeing budgeting and tracking expenses
* Assisted in organizing networking events and workshops for club members
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|  | (713) 123-4567 |
|  | your.name@gmail.com |
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| **EDUCATION** |
| **Memorial High School,****Houston, TX***High School Diploma, June 2023**GPA: 4.0/4.0***Relevant Coursework:**AP StatisticsAP Computer Science PrinciplesAP English Language and Composition**Academic Awards:**Academic Excellence Award |
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| **RELEVANT SKILLS** |
| Microsoft 365 |
| Google Workspace |
| Slack |
| Asana |
| Typing speed of 80+ WPM |
| Time management |
| Problem solving |
| Critical thinking |

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| **Logo  Description automatically generated****Dear Job Seeker,**The Corporate resume template is designed to make you appear professional and well-organized.An easy-to-read sans-serif font and clear header hierarchy help hiring managers quickly determine if you’re qualified for the job.We suggest using the Corporate resume if you’re aiming to join a company’s leadership team as an [executive](https://resumegenius.com/resume-samples/executive-resume-examples) or [assistant manager](https://resumegenius.com/resume-samples/assistant-manager).If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)·     How to Write a Resume·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)Once you have a great resume, pair it with a convincing cover letter using our matching [2022 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)Best regards, Shape  Description automatically generated with medium confidence**IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” |