ESTELLE DARCY

S T U D E N T

# WORK EXPERIENCE

**ABOUT ME**

Enthusiastic and hardworking recent high school graduate seeking an

entry-level administrative assistant position. Eager to utilize my

organizational skills and keen

attention to detail to support office

operations and contribute to a positive work environment.

### Administrative Intern

XYZ Consulting Firm Vancouver, BC

July 2022 – June 2023

**Barista** Local Café Vancouver, BC

September 2021 – June 2022

# EDUCATION

### Harvard Business School

Master of Business Administration (MBA) Graduated: May 2020

GPA: 3.9/4.0

# SKILLS

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Strong written and verbal communication skills

Exceptional organizational and multitasking abilities

Basic knowledge of office equipment operation

Customer service-oriented with a proactive attitude

 **CONTACT ME**

## Vancouver, BC, Canada (604) 987-6543

estelle.darcy@example.co m

## [linkedin.com/in/estelledar](https://linkedin.com/in/estelledarcy) [cy](https://linkedin.com/in/estelledarcy)