

# ESTELLE DARCY

## STUDENT

### WORK EXPERIENCE

#### 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

### 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.

### CONTACT ME

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