

Dominic Dillon

☎ (555) 555-1234 ✉ dominicdillon@example.com 🔗 linkedin.com/example/dominicdillon 📍 Orlando, FL 32801

SUMMARY

Early career professional completing a Bachelor's Degree with hands on experience supporting structured academic projects, accurate documentation, **reporting**, communication, and organized service activities. Work includes maintaining reliable records, preparing clear updates, coordinating deadlines, and presenting findings during team discussions. A practical approach keeps multiple priorities visible while feedback guides steady improvements in project outcomes. Comfort with **Microsoft Office**, **customer service**, stakeholder communication, and collaborative workflows supports dependable operational delivery. Careful record keeping helps teams respond to requests with useful information and consistent follow through. Interest in college recruitment grows from connecting people with timely guidance and well organized processes. Ready to contribute thoughtful communication, reliable documentation, and steady coordination wherever students, colleagues, and **stakeholders** need responsive support.

EDUCATION

Bachelor's Degree in Business Administration

2026

State University GPA: 3.5

Orlando, FL

Coursework: Communication, Organizational Management, Customer Service, Microsoft Office

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, PowerPoint
- **Documentation Tools:** Word, Excel, OneNote
- **Reporting Tools:** Excel, PowerPoint, Word
- **Communication Tools:** Email, Teams, PowerPoint
- **Record Management:** Excel, Word, OneNote
- **Presentation Tools:** PowerPoint, Teams, Word
- **Task Coordination:** Excel, Outlook, Teams
- **Customer Service:** Request intake, follow up, service records
- **Stakeholder Communication:** Email, Teams, presentations
- **Project Organization:** Task lists, calendars, spreadsheets

SKILLS

- Communication
- Team Collaboration
- Service Delivery
- Multiple Priorities
- Documentation
- Reporting
- Microsoft Office
- Activity Coordination
- Organization
- Record Keeping
- Time Management
- Request Resolution
- Customer Service
- Stakeholder Support
- Attention to Detail

EXPERIENCE

Student Project Experience, Operations Support

January 2026 Present

University Program

Orlando, FL

Supported supervised university projects involving documentation, reporting, team communication, deadline coordination, and organized **service delivery**. Maintained dependable records and helped project teams turn feedback into clearer work products.

- Completed structured projects using documented processes and organized task priorities.
- Prepared concise reports and maintained **accurate records** for team review.
- Presented project findings and status updates during collaborative team meetings.
- Coordinated deadlines across multiple assignments, keeping deliverables visible and orderly.
- Used **Microsoft Office** tools to support analysis, documentation, and reporting.
- Applied feedback during revisions, improving clarity and usefulness of project outcomes.

PROJECTS

Student Operations Reporting 📅 2026

Created a structured reporting workflow for student project activities, combining organized records, clear updates, deadline tracking, and team feedback into a practical service support process.

LEADERSHIP & AWARDS

- Academic Project Recognition for dependable documentation and clear team reporting.

- Student Collaboration Recognition for thoughtful communication during supervised project presentations.

CERTIFICATIONS

- Microsoft Office Fundamentals 📅 2026
- Customer Service Foundations 📅 2026

PROFESSIONAL AFFILIATIONS

- University Program participant supporting collaborative academic work and shared project goals.
- Student learning community participant focused on communication, organization, and service quality.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST