

Emily Hamilton

Intermediate Clerk, Office Administration

☎ (312) 555-4821 ✉ emilyhamilton@example.com

🌐 linkedin.com/example/emilyhamilton 📍 Los Angeles, CA 90010

STRENGTHS

- ✔ **Document accuracy**
Reviewed forms and files during office training. That extra check helped keep records complete and easier for staff to use.
- 📁 **Record organization**
Kept physical and electronic files orderly in academic administration. Colleagues could locate information without a long search.
- 🗣️ **Customer support**
Handled routine information requests with patience and clear direction. A calm answer often solved a small issue quickly.
- ☰ **Administrative coordination**
Prepared spreadsheets and reports for office activity. Simple, current information made daily coordination smoother for staff.
- 🔒 **Confidential handling**
Applied privacy practices during records work. Careful handling protected sensitive information and built trust in routine office support.

SKILLS

Clerical work Document processing

Record maintenance

Customer information support

Filing Indexing Data review

Administrative coordination

Office operations

Request processing

Accuracy review Customer service

Data organization

Spreadsheet preparation

Report preparation

SUMMARY

Early career administrative professional with hands on experience supporting office operations, document processing, record maintenance, data review, filing, indexing, and **customer information support**. Academic office work involved preparing documents, checking forms for completeness, organizing electronic and physical records, and responding to routine information requests with discretion. Spreadsheet preparation and report support helped keep **administrative coordination** orderly and dependable. Training and associate level business education provide a practical foundation for clerical workflows, accurate information handling, and professional communication. Familiarity with established procedures supports consistent reviews and dependable records. A **valid California Class C Driver License** or **alternative transportation method** is available when needed. Ready to contribute thoughtful service, accurate processing, and steady support within a structured administrative environment.

EDUCATION

Associate Degree in Business Administration

Los Angeles City College 🎓 GPA: 3.5 📅 2026 📍 Los Angeles, California

Coursework: *Office Administration, Business Communication, Records Management, Spreadsheet Applications*

TECHNICAL SKILLS

- **Office Applications:** Microsoft Word, Microsoft Excel, Microsoft Outlook
- **Records Management:** Electronic records, Physical records, Retention tracking
- **Document Processing:** Form preparation, Document review, File completion
- **Filing Systems:** Alphabetical filing, Numeric filing, Electronic filing
- **Data Review:** Data checking, Completeness review, Information validation
- **Customer Support:** Information requests, Question routing, Service communication
- **Spreadsheet Work:** Data entry, Cell formatting, Basic formulas
- **Report Preparation:** Status reports, Administrative reports, Information summaries
- **Office Coordination:** Request tracking, Calendar support, Workflow coordination
- **Information Organization:** Indexing, File naming, Record classification
- **Transportation Credentials:** California Class C Driver License, Alternative transportation, Local travel

EXPERIENCE

Office Support Intern

Academic Support Program 📅 January 2026 - September 2026 📍 Los Angeles, California

Supported academic office operations through document preparation, records administration, information requests, spreadsheet work, and routine coordination. Applied established procedures when reviewing sensitive files and maintained organized physical and electronic records for dependable administrative service.

- Organized academic records and document files, giving staff faster access during daily office requests.
- Reviewed forms against established procedures, catching incomplete information before administrative processing.
- Maintained electronic and physical records, preserving orderly files for academic administration workflows.
- Answered routine information requests, directing specialized questions to appropriate office staff.
- Prepared spreadsheets and reports, supplying clear information for scheduling and office coordination.

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Office Support Intern at Academic Support Program (8 Months)

- Applied confidentiality practices during records handling, protecting sensitive information throughout administrative tasks.

PROJECTS

Academic Records Organization 📅 2026

Created a supervised records organization workflow for academic administration. Grouped files, checked completeness, and clarified information paths so staff could respond with greater confidence.

LEADERSHIP & AWARDS

- Academic Support Recognition, recognized dependable document preparation and records organization during 2026 office training.
- Business Administration Achievement, completed associate degree coursework with focused preparation for structured office service.

CERTIFICATIONS

- Office Support Training 📅 2026
- Records Management Training 📅 2026

PROFESSIONAL AFFILIATIONS

- Academic Support Program, contributed to supervised office administration and routine information support.
- Los Angeles City College, participated in business administration learning focused on practical office workflows.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST