

# Alex Johnson

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## Objective

Motivated recent graduate seeking an entry-level position to utilize strong organizational and communication skills in a dynamic team environment.

## Education

Bachelor of Arts in Psychology  
State University of New York, 2024  
GPA: 3.8/4.0

## Skills

- Excellent verbal and written communication
- Proficient in Microsoft Office Suite
- Time management & organizational skills
- Team collaboration

## Experience

Administrative Assistant Intern  
Greenfield Non-Profit Organization, Summer 2023

- Assisted with scheduling, documentation, and event planning
- Communicated with program participants and staff

Campus Volunteer  
Student Mentorship Program, 2022â€“2024

- Mentored first-year students and organized orientation activities

## References

Available upon request