

Alex Johnson

alex.johnson@email.com | (555) 123-4567 | New York, NY

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, 2022–2024

- Mentored first-year students and organized orientation activities

References

Available upon request