

Aisha Patel

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SUMMARY

Detail-oriented and proactive recent graduate with strong organizational and communication skills. Eager to leverage administrative expertise and technology proficiency as an Entry Level Executive Assistant to support executives in achieving strategic goals.

EXPERIENCE

Administrative Assistant

Jun 2021 - Present

Tech Solutions Inc., Austin, TX

- Improved office efficiency by 25% through the implementation of a new scheduling software.
- Managed executive calendar, coordinating over 50 meetings per month, ensuring optimal time management.
- Prepared detailed reports that reduced project planning time by 15%.

Intern

Jan 2021 - May 2021

Global Marketing Agency, Austin, TX

- Assisted in organizing and executing client events, contributing to a 20% increase in client satisfaction.
- Streamlined data entry processes, reducing data processing time by 30%.
- Collaborated with a team to support digital marketing campaigns using CRM tools.

Receptionist

Aug 2019 - Dec 2020

Community Health Center, Austin, TX

- Managed front desk operations, improving patient flow by 15% through effective scheduling.
- Handled customer inquiries and resolved issues, maintaining a 95% satisfaction rate.
- Trained 3 new staff members on office protocols and customer service best practices.

EDUCATION

Bachelor of Science in Business Administration

May 2021

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Microsoft Office Suite, Google Workspace, Calendar Management, Data Entry

Tools & Frameworks: Asana, Trello, Salesforce