Mika Santos

Entry-Level Administrative Assistant

mika.santos@example.test | +63 917 000 0102 | Manila, Philippines

SUMMARY

Business administration graduate applying for an entry-level administrative role. Developed spreadsheet and documentation skills through a school inventory project and volunteer event registration, with practice checking records, explaining instructions, and preparing clear written updates.

EDUCATION

BS Business Administration

Sample University (fictional) | 2022-08 - 2026-05

- Relevant coursework: business communication, office administration, and introductory spreadsheet reporting.

PROJECTS

Inventory Tracking Project

School project | 2026-02 - 2026-04

- Created a spreadsheet for sample stock movements using item codes, filters, and basic formulas.
- Documented incomplete test entries and prepared a short data-entry guide for classmates reviewing the project.

SKILLS

Google Sheets, Basic spreadsheet formulas, Data checking, Document organization, Registration support, Written communication

EXPERIENCE

Registration Volunteer

Sample Campus Event (fictional) | 2025-09 - 2025-10

- Prepared an attendance sheet and checked registration entries against the event list.
- Explained check-in instructions to participants and referred questions outside the registration process to the event coordinator.
- Organized the final attendance records for the student team’s review.