

MARILYN KANE

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OBJECTIVE

Maximize skills in customer service and administrative work
Gain experience in writing/editing, computational skills, office management skills
Enhance productivity while striving to achieve common goal



EDUCATION

Bachelor of Science | Strayer University

May 2018

Business Major, Concentration in Management

Dean's List Recognition for three semesters, President's List Recognition for two semesters

Associate of Arts | Ivy Tech Community College

May 2015

Criminal Justice Major

Certificate of Completion for Homicide Unit



EXPERIENCE

Administrator, Youth Specialist | Youth Services Central Office

May 2015-Present

Assist with planning, scheduling events, coordinating guest speakers, arranging event logistics
Prioritize and balance all incoming inquiries for program staff and field requests appropriately
Develop and maintain an electronic system for student records; ensure a 98% accuracy rate
Facilitate student and stakeholder participation in marketing materials and promotional videos

Security Officer | Security Services Inc.

June 2012-May 2015

Interacted with customers regarding visitor log, meeting location, and building safety
Assisted employees and guests with all inquiries regarding campus buildings and facilities
Documented emergency situations with detailed system entries and camera monitoring
Managed incoming call volume by transferring calls at a rate of 80 calls per day



SKILLS

- Advanced computer skills
- Attention to detail
- Administrative tasks
- Creativity, flexibility, leadership
- Planning and organizing
- Self-motivator, team-player