

Vera Long

(717) 555-2846 vera.long@example.com

linkedin.com/example/veralong Lancaster, PA 17603



SUMMARY

Business administration student with supervised campus experience supporting multimedia content, event preparation, **customer service**, **data entry**, and routine **office operations**. Academic projects include digital display slide development, Instagram content planning, **event photography** practice, Google Forms attendance collection, Excel tracking, database updates, and Microsoft Word document preparation. Coursework built practical habits for checking records, protecting confidential information, answering student questions, organizing mail, monitoring office supplies, and documenting repeatable procedures. Comfortable balancing concurrent assignments through prioritized task tracking and clear deadlines. Brings a calm, service focused approach to faculty and student support, with willingness to learn opening and closing routines, varied administrative tasks, and required clearance procedures while maintaining a class schedule.

EDUCATION

Bachelor of Science in Business Administration

2028

Franklin & Marshall College GPA: 4.0

Lancaster, PA

Coursework: Microsoft Word, Microsoft Excel, business communication, office operations

TECHNICAL SKILLS

- **Office Applications:** Microsoft Word, Microsoft Excel, Google Forms
- **Digital Displays:** Television screen slides, presentation layouts, campus displays
- **Social Media:** Instagram posts, content calendars, event photography
- **Data Records:** Spreadsheets, databases, data entry
- **Event Tools:** Attendance rosters, registration forms, check in workflows
- **Office Communications:** Telephone etiquette, student inquiries, professional correspondence
- **Document Control:** Templates, proofreading, procedural documents
- **Administrative Operations:** Mail processing, supply checks, copier paper
- **Task Management:** Prioritized trackers, deadline planning, concurrent assignments
- **Information Protection:** Confidential records, access limits, secure file storage
- **Event Promotion:** Digital promotional materials, display messaging, social content
- **Reporting:** Excel reconciliation, response exports, participation records

SKILLS

- | | | | |
|------------------------|-----------------------|---------------------|--------------------------|
| • Customer service | • Telephone etiquette | • Microsoft Word | • Digital slide creation |
| • Data entry | • Confidentiality | • Microsoft Excel | • Multitasking |
| • Database maintenance | • Mail processing | • Google Forms | • Event photography |
| • Event support | • Office operations | • Instagram content | |

EXPERIENCE

Multimedia Services Project Coordinator

August 2026 - Present

University Project

Lancaster, PA

Coordinates a supervised multimedia workflow for a simulated business school campaign, covering digital displays, social content, attendance collection, records maintenance, and presentation of repeatable procedures.

- Developed rotating digital display slides for a simulated campus campaign using concise messages and consistent layouts.
- Planned **Instagram** content for three mock **events**, selecting photographs, captions, and posting dates for faculty review.
- Built **Google Forms** for event attendance, tested responses, and exported results into Excel for reporting.
- Maintained event and contact records in **spreadsheets** and a course database, checking entries before submission.
- Protected sample student records by limiting access and following instructor procedures for project file storage.
- Presented a **multimedia** workflow to classmates and documented steps for updating displays, social posts, and attendance records.

Business Office Operations Project Assistant

January 2026 - May 2026

Course Project

Lancaster, PA

Completed supervised front office simulations covering telephone etiquette, student inquiry routing, mail handling, document organization, supply tracking, **confidentiality**, and daily opening and closing routines.

- Completed front office simulations covering telephone etiquette, student inquiries, **mail** processing, and document organization.
- Prepared **Microsoft Word** correspondence and procedures using templates, proofreading, and instructor review.
- Organized supply records and project deadlines in Excel using sorting, filters, and basic formulas.
- Managed overlapping weekly assignments with a prioritized tracker, meeting deadlines across changing administrative scenarios.
- Created opening and closing checklists covering workspace readiness, copier **supplies**, file security, and end of day organization.
- Responded to student concerns in role play, documenting questions accurately and routing issues to simulated contacts.

Business Event Support Lab Member

September 2025 - December 2025

Student Lab

Lancaster, PA

Supported supervised event simulations through preparation, attendee records, promotional content, photography practice, **customer service**, file organization, and lessons learned for future activities.

- Prepared networking event logistics by organizing attendee information, signage, presentation materials, and check in steps.
- Created an Excel attendance roster and validated entries against **Google Forms** responses for a clean participation record.
- Drafted display and social content from a shared brief, incorporating **faculty** feedback before presentation.
- Practiced **event photography** and selected clear images for an Instagram style activity recap.
- Answered sample attendee questions during event simulations using professional service and escalation practices.
- Organized post event files and documented improvements for future student event support.

PROJECTS

Campus Display and Attendance Workflow 📅 2026

Built a connected practice workflow for display slides, Instagram content, Google Forms attendance, Excel reconciliation, and faculty review. This project made event information easier to present and records easier to check.

Student Office Readiness Toolkit 📅 2026

Created practical office tools for opening and closing routines, mail processing, supply checks, confidentiality, and task tracking. Clear checklists helped keep simulated daily work orderly and approachable.

LEADERSHIP & AWARDS

- Dean's List, Spring 2026, recognized academic performance in business studies.
- Business Student Project Showcase Recognition, 2026, honored polished project presentation and practical business communication.
- Peer Welcome Volunteer, Campus Student Programs, 2026 - Present, supporting new student engagement.

CERTIFICATIONS

- Microsoft Learn, Excel for Beginners Learning Path 📅 2026
- Coursera, Work Smarter with Microsoft Word 📅 2026

PROFESSIONAL AFFILIATIONS

- Student Event Planning Committee Member, 2025 - Present, contributing preparation and coordination ideas.
- Campus Student Programs, Peer Welcome Volunteer, 2026 - Present, helping students feel informed and included.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST