

# Sample Hybrid Student Resume

111 Main Street  
Charleston, SC 29405

843-333-6111  
professional@gmail.com

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**Objective:** A recent graduate of the Administrative Office Technology program at Trident Technical College seeking a full-time position as an Administrative Assistant or Office Manager in a mid-size company. Experienced and highly motivated to contribute to the company mission.

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## Office Skills

*Operate all types of office equipment	*Certified 65 wpm	*Notary Public
*Expert in Microsoft Office suite	*Operate multi-line phone	*Web design skills

## Customer Service

*Excellent communication skills	*Professional demeanor	*Bi-lingual (Spanish)
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## Education

Trident Technical College, Charleston, SC

### **Associate in Science: Administrative Office Technology (May 2010)**

*(Coursework: Probability and Statistics, Office Communications, Office Accounting, Office Management, Payroll Accounting, Advanced Microcomputer Applications)*

Stall High School, Charleston, SC

### **Diploma (Jun 2002)**

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## Work Experience

<b>Full-time Student</b> Trident Technical College	Charleston, SC	Sep 2008 – May 2010
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<b>Receptionist</b> Hood Chevrolet	Charleston, SC	Jan 2006 – Sep 2008
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*Duties: Welcomed visitors to showroom, routed incoming calls, filed purchase orders and contracts, filed forms with department of motor vehicles, consolidated sales data, and provided office support.*

<b>Sales Representative</b> Bill Burke Furniture Store	Mount Pleasant, SC	Oct 2003 – Jan 2006
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*Duties: Worked with customers to select furniture, placed special orders, handled contracts and financial transactions, and conducted follow up calls to ensure customer satisfaction.*

<b>Cashier</b> Wal-mart	Summerville, SC	Jun 2002 – Oct 2003
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*Duties: Handled financial transactions, processed returned items, assisted customers with lay away, stocked shelves, and assisted floor manager as directed.*

**References available upon request**