Jordan Tremblay

Illustrative sample - fictional information

BUSINESS ADMINISTRATION GRADUATE

Halifax, NS | jordan.tremblay@example.com | (902) 555-0142

Business Administration graduate with co-op experience in office administration, records management and customer support. Comfortable with Microsoft 365, CRM data entry and weekly reporting. Seeking an administrative or operations coordinator role.

EDUCATION

Bachelor of Business Administration | Example University, Halifax, NS | 2026

- Relevant coursework: Accounting Principles, Operations Management, Business Communication
- Graduated with distinction in operations stream (sample entry)

EXPERIENCE

Administrative Co-op Student Jan 2026 - Apr 2026

Example Services Ltd., Halifax, NS

- Updated 1,200+ client records in the CRM during a records clean-up, reducing duplicate entries
- Prepared weekly operations summaries in Excel for the operations supervisor
- Answered general enquiries by phone and email and routed them to the right team

Customer Service Associate (Part-time) 2023 - 2026

Example Grocery, Dartmouth, NS

- Served 100+ customers per shift at checkout and the service desk
- Trained three new associates on point-of-sale procedures and returns

PROJECTS AND VOLUNTEER WORK

- Capstone project: reviewed and documented the intake process for a local non-profit
- Volunteer, community food bank: scheduling and inventory support, two years

SKILLS

- Microsoft Excel, Word, Outlook
- Scheduling and calendar support
- Report preparation
- CRM data entry
- Customer service
- English and French (intermediate)

Illustrative resume sample prepared by Canadanship (canadanship.com). All names, employers and details are fictional.