**Healthcare Administrative Intern Resume Sample**

**DONN TANNER**

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**OBJECTIVE**  
Looking for an **Administrative Internship** at XYZ Inc. Bringing knowledge of office support procedures across different departments within the company

**EDUCATION**  
Bachelors of Business Administration (Currently Enrolled)  
Anticipated Date: June 2014  
Cumulative GPA: 3.22

**ADMINISTRATIVE STRENGTHS**  
• Well versed in providing basic administrative support to the company  
• Functional knowhow of maintaining schedules and calendars  
• In depth knowledge of managing correspondence and research work  
• Conversant with maintaining office files and records

**AREAS OF INTENT**  
• Operations  • Business Development  • Information Technology  • Human Resources  • Finance  • Quality Assurance

**OTHER CAPABILITIES**  
• Excellent written and oral communication skills  
• Exceptional editing and proofreading skills  
• Strong knowledge of office procedures and their applications  
• Great attention to detail and professional demeanor

**CAMPUS INVOLVEMENT AND CO-CURRICULAR ACTIVITIES**  
• President of the school book club  
• Member of the school swim team  
• Founding member of the music club  
• Founding member of the school public service programs

**VOLUNTEER WORK**  
• Volunteered services as the editor for the school newspaper  
• Performed volunteer services for several public service programs initiated by the school