
Maya Chen

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Professional Summary

Organized recent graduate with practical experience supporting school and community projects through scheduling, document preparation, teamwork, and customer service.

Education

High School Diploma | Evergreen Heights High School | 2024

Core Skills

- Microsoft Office
- Document preparation
- Customer service
- Scheduling
- Team collaboration
- Event support

Projects

- Senior event project - coordinated volunteer schedules, prepared attendee materials, and supported event check-in.
- Student technology project - created a shared spreadsheet to organize team tasks and deadlines.

Professional Experience

Volunteer Office Assistant | Community Learning Center | 2023-2024

- Greeted visitors and directed routine questions to the appropriate staff member.
- Updated appointment records and prepared standard information packets.
- Organized shared supplies and helped prepare materials for community workshops.