LEILA JACKSON

Philadelphia, PA 19122 [leila.jackson@email.com](mailto:leila.jackson@email.com)

(267) 555-3844

Organized and detail-oriented high school student with office internship experience. Skilled in filing, scheduling, and digital organization. Excited to grow administrative skills and contribute to a professional team environment.

# Professional Experience

**Ofce Assistant Intern** *Franklin Legal Group, Philadelphia, PA | January 2024 - Present*

 Answer phone calls, take messages, and schedule meetings using Outlook  File case documents and scan records for secure digital storage

 Update spreadsheets and maintain a daily log of completed tasks

# Key Skills

**Education**

**High School Diploma**

**Yearbook Editor** *Parkway High School, Philadelphia, PA | September 2022 - June 2023*

 Managed student profiles and edited content using Google Docs

 Coordinated with staff and photographers to meet production deadlines

 Appointment scheduling  Document scanning

 Filing systems  Google Docs

 Microsoft Outlook  Office etiquette

 Phone handling

 Record organization  Spreadsheet editing  Time management

Parkway High School, Philadelphia, PA | Expected May 2025