



LEILA JACKSON

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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

Office 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

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

Key Skills

- Appointment scheduling
- Document scanning
- Filing systems
- Google Docs
- Microsoft Outlook
- Office etiquette
- Phone handling
- Record organization
- Spreadsheet editing
- Time management

Education

High School Diploma

Parkway High School, Philadelphia, PA | Expected May 2025