

ELLE MATIN

Washington, D.C. | (202) 555-0193 | [elle.matin@email.com](mailto:elle.matin@email.com) | [linkedin.com/in/ellematin](https://www.linkedin.com/in/ellematin)

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## **FEDERAL RESUME SAMPLE ( should only be 2 pages)**

### **SUMMARY OF QUALIFICATIONS**

Highly organized and results-driven Administrative and IT Support professional with over 7 years of experience providing technical and administrative support in federal and state government environments. Demonstrated expertise in project coordination, records management, procurement support, and system troubleshooting. Strong knowledge of federal procedures, customer service standards, and data security practices. Skilled in Microsoft 365, federal correspondence, and workflow optimization. Seeking a position within the U.S. Government to support mission-critical administrative and IT operations.

### **CORE COMPETENCIES**

- Administrative and Technical Support
- Federal Procurement and Property Management
- Project Coordination and Scheduling
- Customer Service and Communication
- Microsoft 365, Teams, SharePoint, and Excel
- Recordkeeping and Data Management
- Policy and Procedure Compliance
- Time and Attendance Tracking

### **PROFESSIONAL EXPERIENCE**

#### **Administrative Specialist (GS-07)**

*Department of Health and Human Services (HHS), Washington, DC*

*June 2020 – Present*

- Provide administrative support to the Division Director and program managers, ensuring compliance with federal documentation and reporting requirements.
- Manage calendars, arrange travel, and process training and purchase requests in accordance with federal procurement guidelines.
- Review and process requisitions, statements of work (SOWs), and government credit card transactions.
- Maintain property and IT inventory using federal tracking systems and prepare monthly accountability reports.
- Collaborate with IT and HR offices to onboard new employees, issue equipment, and maintain network access records.
- Recognized by leadership for improving efficiency of quarterly reporting through development of Excel-based dashboards.

**Program Support Assistant (GS-06)**

*Department of Veterans Affairs (VA), Arlington, VA*

*March 2016 – May 2020*

- Assisted in coordinating daily program operations for the Veterans Health Administration, providing front-line administrative and customer service support.
- Prepared correspondence, reports, and meeting minutes in compliance with VA and federal formatting standards.
- Managed and organized sensitive veteran records in accordance with HIPAA and privacy regulations.
- Served as the primary point of contact for travel authorizations, procurement card purchases, and timesheet submissions.
- Supported recruitment activities by processing personnel actions and coordinating onboarding documentation.

**EDUCATION****Bachelor of Arts in Business Administration**

University of Maryland, College Park, MD

Graduation: May 2016

Relevant Coursework: Federal Budgeting, Records Management, Business Writing, Information Systems

**CERTIFICATIONS & TRAINING**

- Microsoft Office Specialist (MOS), Microsoft, 2023
- Federal Acquisition and Procurement Basics (FAC-C Level I Equivalent), 2024
- Project Management Foundations, LinkedIn Learning, 2024

**AWARDS & RECOGNITION**

- Employee of the Quarter, HHS Division of Operations, 2023
- Certificate of Appreciation, Veterans Affairs, 2019

**ADDITIONAL INFORMATION**

- Technical Proficiencies: Microsoft 365, Teams, SharePoint, Excel, Adobe Acrobat Pro, Oracle Financials, and HR Smart.
- Volunteer: DC Food Bank (Event Coordinator, 2022–Present)
- Security Clearance: Public Trust (Active)

# Sample General Resume

ELLE MATIN

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## PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with over 7 years of combined experience in administration, project coordination, and technology support. Skilled in streamlining office operations, managing vendor relations, and coordinating multiple projects with accuracy and efficiency. Adept at problem-solving, time management, and delivering excellent customer service in fast-paced environments. Seeking opportunities to contribute expertise in business operations and client support.

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## KEY SKILLS

Project Coordination • Office Administration • Customer Service • Data Entry • Microsoft 365 • Vendor Management • Report Preparation • Communication & Teamwork

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## PROFESSIONAL EXPERIENCE

### **Administrative Coordinator — Capitol Business Solutions, Washington, DC**

*June 2020 – Present*

- Manage scheduling, meetings, and communications for a 25-person department.
- Track budgets, prepare expense reports, and maintain purchase records.
- Support IT onboarding for new staff including email setup and hardware requests.
- Recognized for improving data entry accuracy by 30% through spreadsheet automation.

### **Office Assistant — Horizon Consulting Group, Arlington, VA**

*March 2016 – May 2020*

- Supported daily operations, including document filing, call routing, and correspondence.
  - Assisted HR with employee onboarding documentation and benefits processing.
  - Coordinated conference room logistics and travel arrangements for executive staff.
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## EDUCATION

**Bachelor of Arts in Business Administration** — University of Maryland, College Park, MD  
Graduation: May 2016  
Relevant Courses: Management Principles, Business Communications, Information Systems

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## **CERTIFICATIONS & TRAINING**

- Microsoft Office Specialist (MOS), Microsoft, 2023
  - Project Management Foundations, LinkedIn Learning, 2024
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## **ADDITIONAL INFORMATION**

- Volunteer: DC Food Bank (Event Coordinator, 2022–Present)
  - Technical Proficiencies: Microsoft 365, Google Workspace, Canva, Slack
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## **REFERENCES**

Available upon request.

[Full Name]

[City, State] | [Phone Number] | [Email Address] | [LinkedIn Profile]

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## PROFESSIONAL SUMMARY

Motivated and detail-oriented professional with [number] years of experience in [industry/field]. Proven ability to [key achievement or skill]. Seeking to contribute expertise in [target area or role].

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## KEY SKILLS

[Skill 1] • [Skill 2] • [Skill 3] • [Skill 4] • [Skill 5] • [Skill 6]

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## PROFESSIONAL EXPERIENCE

**[Job Title]** — [Company Name], [City, State]

\*Month Year – Present\*

- [Responsibility or achievement]
- [Responsibility or achievement]
- [Responsibility or achievement]

**[Previous Job Title]** — [Previous Company Name], [City, State]

\*Month Year – Month Year\*

- [Responsibility or achievement]
- [Responsibility or achievement]
- [Responsibility or achievement]

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## EDUCATION

[Degree or Certification] — [Institution Name], [City, State]

Graduation: Month Year

Relevant Courses: [Optional list of courses or honors]

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## CERTIFICATIONS & TRAINING

- [Certification Name], [Issuing Organization], [Year]

- [Training Course Name], [Platform or Institution], [Year]

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## ADDITIONAL INFORMATION

- [Volunteer work, awards, or languages]

- [Technical proficiencies, e.g., Microsoft 365, Salesforce, SQL, etc.]

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## REFERENCES

Available upon request.