

Candidate Resumes

Candidate A — Jordan Lee

Email: jlee92@example.com

Pronouns: they/them

Education

- B.A., Sociology, Cascadia State University (2020)

Professional Experience

Community Outreach Assistant

Evergreen Youth Services, Tacoma, WA

2021–Present

- Coordinated schedules for youth-focused workshops and after-school programs
- Assisted with community surveys and basic data entry
- Prepared monthly internal reports using Google Sheets
- Helped organize quarterly community open houses

Administrative Intern

City Office of Equity & Inclusion, Tacoma, WA

2020–2021

- Managed meeting notes and organized office documents
- Drafted memos and email communications
- Supported planning for annual community forum (200+ attendees)

Technical Skills

- Google Workspace
- Excel
- Canva
- Basic Tableau
- Survey design (Google Forms)

Additional Information

- Volunteer: Tacoma Mutual Aid Collective
- Languages: Conversational Spanish

Candidate B — Alex Martinez

Email: alex.martinez@example.com

Pronouns: he/him

Education

- B.S., Business Administration, Columbia Northwest University (2019)

Professional Experience

Project Assistant

PNW Business Solutions, Seattle, WA
2019–2022

- Maintained project timelines and tracked deliverables
- Built weekly status reports for internal stakeholders
- Assisted with client communications and scheduling
- Prepared spreadsheets and charts for client presentations

Data Support Specialist*HarborPoint Real Estate Group, Seattle, WA*

2022–Present

- Cleaned and organized datasets for quarterly housing reports
- Helped prepare visual dashboards in Excel
- Documented processes and handled internal correspondence

Technical Skills

- Excel (pivot tables, charts)
- PowerPoint
- Basic Power BI
- CRM software experience

Additional Information

- Volunteer: Seattle Neighborhood Cleanup Days
- Languages: English (native), basic Mandarin