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| John Doe | | |
| Summary  Motivated and detail-oriented recent graduate seeking an entry-level administrative assistant position to leverage organizational and communication skills. Eager to support the team in achieving company goals.  Work Experience  **Administrative Intern Jan 2023 – May 2023**  ABC Corporation Anytown, CA   * Assisted with daily administrative tasks, improving office efficiency by 15%. * Managed scheduling for team meetings and appointments, ensuring optimal use of time.   **Receptionist Jun 2022 – Dec 2022**  XYZ Services Anytown, CA   * Handled incoming calls and greeted visitors, enhancing customer satisfaction. * Maintained organized filing system, reducing retrieval time by 20%.   Education Bachelor of Arts: Business Administration Jan 2022 *University of Anytown**Anytown, CA*  references   * Provided upon request | Contact  (123) 456-7890  john.doe@example.com  Anytown, CA 90210  Skills  Microsoft Office Suite  Customer Service  Data Entry  Time Management  Scheduling  File Management  Effective Communication  Problem Solving |