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| John Doe |
| SummaryMotivated 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%.

EducationBachelor of Arts: Business Administration Jan 2022*University of Anytown**Anytown, CA*references* Provided upon request
 | Contact(123) 456-7890john.doe@example.comAnytown, CA 90210SkillsMicrosoft Office SuiteCustomer ServiceData EntryTime ManagementSchedulingFile ManagementEffective CommunicationProblem Solving |