|  |
| --- |
| John Doe |
| SummaryDetail-oriented and organized recent graduate eager to contribute to efficient file management. Strong understanding of data organization principles and a commitment to maintaining accurate records.Work Experience**File Clerk Intern Jun 2022 – Aug 2022**ABC Corp Anytown, CA* Assisted in organizing and digitizing over 1,000 paper files, improving retrieval efficiency by 25%.
* Maintained and updated filing systems to ensure compliance with company policies.

**Office Assistant Jan 2021 – May 2022**XYZ Enterprises Anytown, CA* Supported daily office operations through effective file management and document preparation.
* Collaborated with team members to streamline filing processes, reducing processing time by 15%.

EducationAssociate Degree Jan 2022*Anytown Community College**Anytown, CA* | Contact(123) 456-7890john.doe@example.comAnytown, CA 12345SkillsFile OrganizationData EntryAttention to DetailMicrosoft Office SuiteTime ManagementTeam CollaborationCustomer ServiceBasic Inventory Management |