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| John Doe | | |
| Summary  Detail-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%.   Education Associate Degree Jan 2022 *Anytown Community College**Anytown, CA* | Contact  (123) 456-7890  john.doe@example.com  Anytown, CA 12345  Skills  File Organization  Data Entry  Attention to Detail  Microsoft Office Suite  Time Management  Team Collaboration  Customer Service  Basic Inventory Management |