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| Jane Doe |
| SummaryDetail-oriented and organized recent graduate seeking an entry-level Front Office Assistant position. Proficient in handling administrative tasks and providing excellent customer service.Work Experience**Receptionist Intern Jan 2023 – May 2023**ABC Corporation Springfield, IL* Assisted in managing daily office operations and scheduling appointments for staff.
* Handled incoming calls and directed them to the appropriate personnel, improving response time by 15%.

**Office Assistant Volunteer Sep 2022 – Dec 2022**Community Center Springfield, IL* Supported event coordination and managed registration for community events.
* Maintained accurate filing systems and updated databases, enhancing efficiency by 20%.

EducationBachelor's Degree: Business Administration May 2022*University of Illinois**Urbana-Champaign, IL* | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsCustomer ServiceMicrosoft Office SuiteData EntrySchedulingMulti-line Phone SystemsFilingTime ManagementCommunicationProblem Solving |