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| Jane Doe | | |
| Summary  Detail-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%.   Education Bachelor's Degree: Business Administration May 2022 *University of Illinois**Urbana-Champaign, IL* | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Customer Service  Microsoft Office Suite  Data Entry  Scheduling  Multi-line Phone Systems  Filing  Time Management  Communication  Problem Solving |