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| Jane Doe | | |
| Summary  Detail-oriented and organized recent graduate with strong communication skills and a passion for administrative support. Eager to contribute to a dynamic team and enhance office efficiency.  Work Experience  **Office Assistant Jun 2022 – Present**  ABC Corporation Springfield, IL   * Performed data entry for client records, improving accuracy by 20%. * Assisted in maintaining filing systems and organizing office supplies.   **Intern Jan 2022 – May 2022**  XYZ Nonprofit Springfield, IL   * Supported office staff in daily administrative tasks. * Helped coordinate events and managed attendance records.   Education Bachelor of Arts: Business Administration Jan 2022 *University of Illinois**Springfield, IL* | Contact  (555) 123-4567  jane.doe@example.com  Springfield, IL 62701  Skills  Data Entry  Microsoft Office Suite  Customer Service  Time Management  Attention to Detail  Filing Systems  Team Collaboration  Basic Accounting |