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| Jane Doe |
| SummaryDetail-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.

EducationBachelor of Arts: Business Administration Jan 2022*University of Illinois**Springfield, IL* | Contact(555) 123-4567jane.doe@example.comSpringfield, IL 62701SkillsData EntryMicrosoft Office SuiteCustomer ServiceTime ManagementAttention to DetailFiling SystemsTeam CollaborationBasic Accounting |