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| Jane Doe | | |
| Summary  Motivated and detail-oriented recent graduate with strong organizational skills and a passion for supporting office operations. Eager to contribute to a dynamic team and enhance productivity.  Work Experience  **Office Assistant Jan 2023 – Present**  ABC Corp Springfield, IL   * Assisted in managing office supplies, reducing costs by 15% through effective inventory management. * Coordinated meeting schedules and prepared necessary documentation for team meetings.   **Intern May 2022 – Dec 2022**  XYZ Company Springfield, IL   * Supported administrative staff with data entry and document organization. * Contributed to the development of a new filing system that improved document retrieval time by 20%.   Education Bachelor of Arts: Business Administration Jan 2022 *University of Illinois**Urbana-Champaign, IL* | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Scheduling  Data Entry  Customer Service  Office Supplies Management  Microsoft Office Suite  Communication  Time Management  Problem Solving |