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| Jane Doe |
| SummaryMotivated 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%.

EducationBachelor of Arts: Business Administration Jan 2022*University of Illinois**Urbana-Champaign, IL* | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsSchedulingData EntryCustomer ServiceOffice Supplies ManagementMicrosoft Office SuiteCommunicationTime ManagementProblem Solving |