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| Jane Doe | | |
| Summary  Enthusiastic and detail-oriented recent graduate seeking an entry-level receptionist position. Strong interpersonal skills with a dedication to providing excellent customer service.  Work Experience  **Receptionist Intern Jun 2022 – Aug 2022**  ABC Corporation Springfield, IL   * Assisted in managing daily front desk operations, greeting visitors and directing them appropriately. * Handled phone inquiries, ensuring all calls were answered promptly and professionally.   **Customer Service Representative Jan 2022 – May 2022**  XYZ Retail Store Springfield, IL   * Provided exceptional service to customers, handling inquiries and resolving issues effectively. * Maintained accurate records of transactions, contributing to a 15% increase in customer satisfaction ratings.   Education Bachelor of Arts: Communication Jan 2022 *University of Illinois**Springfield, IL*  references   * Provided upon request | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Customer Service  Communication  Multi-tasking  Time Management  Microsoft Office Suite  Data Entry  Problem Solving  Team Collaboration |