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| Jane Doe |
| SummaryEnthusiastic 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.

EducationBachelor of Arts: Communication Jan 2022*University of Illinois**Springfield, IL*references* Provided upon request
 | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsCustomer ServiceCommunicationMulti-taskingTime ManagementMicrosoft Office SuiteData EntryProblem SolvingTeam Collaboration |