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| John Doe |
| SummaryDetail-oriented and organized recent graduate with a strong interest in records management. Eager to apply my skills in data entry and customer service to support the efficient management of records.Work Experience**Records Clerk Intern Jun 2022 – Aug 2022**XYZ Corporation Anytown, CA* Assisted in organizing and digitizing over 1,000 physical records, improving retrieval time by 30%.
* Maintained confidentiality of sensitive information while supporting the records management team.

**Office Assistant Jan 2021 – May 2022**ABC Services Anytown, CA* Managed filing and documentation processes, ensuring a 100% accuracy rate in data entry.
* Provided excellent customer service, addressing inquiries related to record requests.

EducationBachelor of Arts: Business Administration Jan 2022*Anytown University**Anytown, CA* | Contact(123) 456-7890john.doe@example.comAnytown, CA 12345SkillsData EntryAttention to DetailOrganizationMicrosoft Office SuiteTime ManagementCustomer ServiceFiling SystemsDocument ManagementRecords RetentionConfidentiality |