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| John Doe | | |
| Summary  Detail-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.   Education Bachelor of Arts: Business Administration Jan 2022 *Anytown University**Anytown, CA* | Contact  (123) 456-7890  john.doe@example.com  Anytown, CA 12345  Skills  Data Entry  Attention to Detail  Organization  Microsoft Office Suite  Time Management  Customer Service  Filing Systems  Document Management  Records Retention  Confidentiality |