|  |
| --- |
| Jessica Smith |
| SummaryDetail-oriented and motivated typist with strong typing skills and a passion for accuracy. Eager to apply my abilities in a professional setting and contribute to team success.Work Experience**Office Assistant Jan 2023 – Present**ABC Corporation Springfield, IL* Performed data entry tasks with 98% accuracy, improving office efficiency.
* Assisted in document preparation and formatting for internal reports.

**Intern Typist Jun 2022 – Dec 2022**XYZ Solutions Springfield, IL* Typed and formatted over 200 documents while adhering to company standards.
* Collaborated with the administrative team to streamline office processes.

EducationAssociate Degree: Office Administration Jan 2022*Springfield Community College**Springfield, IL* | Contact(123) 456-7890jessica.smith@email.comSpringfield, IL 62701SkillsFast Typing SpeedData EntryAttention to DetailTime ManagementMicrosoft Office SuiteBasic FormattingDocument PreparationProofreadingCommunication SkillsTeam Collaboration |