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| Jessica Smith | | |
| Summary  Detail-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.   Education Associate Degree: Office Administration Jan 2022 *Springfield Community College**Springfield, IL* | Contact  (123) 456-7890  jessica.smith@email.com  Springfield, IL 62701  Skills  Fast Typing Speed  Data Entry  Attention to Detail  Time Management  Microsoft Office Suite  Basic Formatting  Document Preparation  Proofreading  Communication Skills  Team Collaboration |