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| Emily Johnson |
| SummaryMotivated and detail-oriented recent graduate seeking an entry-level Virtual Assistant position. Proficient in administrative tasks and passionate about helping teams achieve their goals.Work Experience**Administrative Intern Jun 2022 – Aug 2022**ABC Corp Springfield, IL* Assisted in managing schedules and coordinating meetings for the executive team.
* Performed data entry tasks to maintain accurate records, improving efficiency by 15%.

**Customer Service Representative Sep 2021 – May 2022**XYZ Services Springfield, IL* Responded to customer inquiries and resolved issues, achieving a 95% satisfaction rating.
* Maintained customer records and updated databases, ensuring data accuracy.

EducationBachelor of Arts: Communication Jan 2022*University of Illinois**Urbana-Champaign, IL* | Contact(555) 123-4567emily.johnson@example.comSpringfield, IL 62701SkillsTime ManagementCommunicationData EntryCustomer ServiceSocial Media ManagementMicrosoft Office SuiteBasic Graphic DesignOrganizational Skills |