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| Emily Johnson | | |
| Summary  Motivated 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.   Education Bachelor of Arts: Communication Jan 2022 *University of Illinois**Urbana-Champaign, IL* | Contact  (555) 123-4567  emily.johnson@example.com  Springfield, IL 62701  Skills  Time Management  Communication  Data Entry  Customer Service  Social Media Management  Microsoft Office Suite  Basic Graphic Design  Organizational Skills |