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| Jessica Smith | | |
| Summary  Detail-oriented and organized recent graduate with a strong foundation in administrative support. Eager to contribute to team success through excellent communication and problem-solving skills.  Work Experience  **Administrative Intern Jan 2023 – Present**  ABC Corporation Springfield, IL   * Assisted in managing schedules and organizing meetings for senior executives. * Performed data entry tasks that improved record-keeping efficiency by 15%.   **Receptionist Jun 2021 – Dec 2022**  XYZ Services Springfield, IL   * Managed front desk operations, greeting clients and answering inquiries. * Coordinated appointments and maintained an organized filing system.   Education Bachelor of Arts: Business Administration May 2022 *University of Illinois**Springfield, IL* | Contact  (123) 456-7890  jessica.smith@example.com  Springfield, IL 62701  Skills  Microsoft Office Suite  Time Management  Customer Service  Data Entry  Scheduling  Communication  Adaptability  Problem-Solving |