|  |
| --- |
| Jessica Smith |
| SummaryDetail-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.

EducationBachelor of Arts: Business Administration May 2022*University of Illinois**Springfield, IL* | Contact(123) 456-7890jessica.smith@example.comSpringfield, IL 62701SkillsMicrosoft Office SuiteTime ManagementCustomer ServiceData EntrySchedulingCommunicationAdaptabilityProblem-Solving |