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| Jane Doe | | |
| Summary  Motivated and detail-oriented recent graduate seeking an entry-level Office Assistant position. Strong organizational skills and a passion for providing excellent administrative support. Eager to contribute to team success through hard work and dedication.  Work Experience  **Office Intern Jan 2023 – Present**  ABC Corporation Springfield, IL   * Assisted in managing office supplies and inventory, reducing costs by 15%. * Supported team with scheduling appointments and maintaining calendars.   **Sales Associate Jun 2022 – Dec 2022**  XYZ Retail Springfield, IL   * Provided exceptional customer service, achieving a 95% customer satisfaction rating. * Maintained accurate records of sales transactions and inventory levels.   Education Bachelor's Degree Jan 2023 *University of Illinois**Springfield, IL* | Contact  (123) 456-7890  jane.doe@example.com  Springfield, IL 62701  Skills  Microsoft Office Suite  Data Entry  Customer Service  Time Management  Communication  File Management  Scheduling  Team Collaboration  Problem Solving |