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| Jane Doe |
| SummaryMotivated 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.

EducationBachelor's Degree Jan 2023*University of Illinois**Springfield, IL* | Contact(123) 456-7890jane.doe@example.comSpringfield, IL 62701SkillsMicrosoft Office SuiteData EntryCustomer ServiceTime ManagementCommunicationFile ManagementSchedulingTeam CollaborationProblem Solving |