

Jane Doe

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(123) 456-7890 | janedoe@email.com

Objective

Detail-oriented and organized clerical professional seeking a position to utilize strong administrative and customer service skills.

Skills

Data entry & filing
Phone and email correspondence
Scheduling & calendar management
MS Office (Word, Excel, Outlook)
Document preparation
Customer service

Experience

Administrative Assistant

ABC Company, City, State — Jan 2021–Present

Managed daily office operations and supported staff with administrative tasks.
Answered phones, scheduled appointments, and processed documents.
Maintained filing systems and updated records accurately.

Receptionist

XYZ Services, City, State — Jun 2019–Dec 2020

Welcomed visitors and handled front desk responsibilities.
Assisted with mail distribution and office supply inventory.

Education

High School Diploma

City High School, City, State — 2019

References

Available upon request.