

Jane Doe

123 Main Street, Your City, State ZIP
(123) 456-7890 | jane.doe@email.com

PROFILE

Detail-oriented, organized, and reliable Office Assistant with proven skills in administration, document management, and customer service. Adept at efficiently handling multiple tasks in fast-paced environments.

EXPERIENCE

Office Assistant

ABC Company, Your City | Jan 2021 – Present

- Managed daily clerical tasks including filing, data entry, and scheduling appointments.
- Answered phone calls and directed inquiries to appropriate departments.
- Maintained office supplies and organized documents for quick access.

Administrative Intern

XYZ LLC, Your City | Jun 2020 – Dec 2020

- Assisted with the preparation of reports and business correspondence.
- Supported event planning and coordinated internal meetings.
- Scanned, copied, and archived company records as needed.

EDUCATION

Diploma in Office Administration

Your Community College, Your City | 2020

SKILLS

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Data entry and document management
- Strong organizational abilities
- Reception and customer service
- Effective communication