

Jane Doe

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Phone: (123) 456-7890

Location: City, State

PROFESSIONAL SUMMARY

Detail-oriented Administrative Assistant with 3+ years of experience supporting office operations and management. Skilled in scheduling, document preparation, and providing excellent customer service to staff and clients.

WORK EXPERIENCE

Administrative Assistant

ABC Company, City, State | Jan 2022 – Present

Coordinated schedules and meetings for a team of 15 staff members.

Prepared and managed correspondence, reports, and documents.

Handled customer inquiries and provided timely responses.

Office Assistant

XYZ Organization, City, State | May 2020 – Dec 2021

Supported day-to-day office administration and supply management.

Maintained file and record systems, both electronic and paper.

EDUCATION

Associate Degree in Business Administration

Community College, City, State | Graduated: 2020

SKILLS

Office Administration

Time Management

Microsoft Office Suite

Communication

Data Entry

REFERENCES

Available upon request.