

Jane Doe

Email: jane.doe@email.com

Phone: (555) 123-4567

Location: Remote / Your City, State

LinkedIn: linkedin.com/in/janedoe

Professional Summary

Organized and self-motivated professional with 3+ years of remote work experience. Skilled in online communication, project coordination, and virtual collaboration. Seeking a remote administrative or customer support position.

Remote Work Experience

Remote Customer Support Associate

Acme Corp | Remote | Jan 2022 - Present

- Manage customer inquiries via email, chat, and video calls.
- Resolved 50+ daily support tickets with 95% satisfaction rate.
- Collaborated using Slack and Trello for team coordination.

Virtual Administrative Assistant

Bright Office | Remote | May 2020 - Dec 2021

- Scheduled appointments and managed calendars for executives.
- Handled travel planning and digital file management.

Skills

- Remote communication tools (Zoom, Slack, Teams)
- Time management & self-discipline
- Data entry & documentation
- Problem-solving
- Customer service

Education

B.A. in Communication

State University | Graduated 2020