

Jane Doe

123 Main Street, Hometown, NY 10101

(555) 123-4567 | janedoe@email.com | linkedin.com/in/janedoe

Objective

Entry-level professional seeking to leverage strong organizational and communication skills in a challenging role with opportunity for growth.

Education

Bachelor of Arts in Communications

State University of New York, Hometown, NY | May 2023

Experience

Administrative Assistant (Intern)

ABC Company, Hometown, NY | Jan 2023 – May 2023

- Supported office staff by managing schedules and coordinating meetings.
- Handled data entry and maintained records with accuracy and confidentiality.
- Assisted in organizing company events and projects.

Sales Associate

Retail Store, Hometown, NY | May 2021 – Dec 2022

- Provided high-quality customer service and assisted in daily store operations.
- Processed transactions and contributed to meeting sales goals.

Skills

Microsoft Office

Communication

Time Management

Organization

Teamwork