

Jane Q. Applicant

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Springfield, VA 22150
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Citizenship: U.S.A.
Federal Employment Status: None
Veterans' Preference: None
Clearance: Public Trust Eligible

Summary

Results-driven administrative professional with 5+ years' experience supporting federal agencies, skilled in project coordination, data management, and customer service. Adaptable, efficient, and committed to mission-focused service and compliance.

Work Experience

Program Support Assistant (GS-0344-07) 01/2020 – Present

U.S. Department of Transportation – Washington, DC | Full-Time | 40 hrs/wk

- Coordinate scheduling, correspondence, and file management for a team of 15 staff.
- Prepare reports and track milestones for federally funded transportation projects.
- Serve as point of contact for internal and external stakeholders.

Administrative Assistant 06/2017 – 12/2019

City of Springfield, VA – Springfield, VA | Full-Time | 40 hrs/wk

- Supported procurement, travel, and office operations for a municipal department.
- Composed official correspondence and managed confidential records.

Education

B.A. in Public Administration 04/2017

State University – Fairfax, VA

Core Competencies

- Records & Data Management
- Project Coordination
- Communication
- Federal Regulations & Compliance
- Customer Service
- MS Office Suite

References

Available upon request.