

# Jane Doe

**Address:** 1234 Main Street, Anytown, ST 12345  
**Phone:** (555) 123-4567  
**Email:** jane.doe@email.com  
**Citizenship:** United States  
**Federal Employment** Not a current federal employee  
**Status:**

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## Job Objective

Administrative Assistant, GS-0344-07

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## Work Experience

### Administrative Assistant

**Employer:** ABC Company, Anytown, ST  
**Dates:** June 2021 – Present  
**Hours per Week:** 40  
**Salary:** \$43,000/year  
**Supervisor:** John Smith, (555) 123-7890, may contact

- Organize and schedule meetings, prepare memos, and maintain office records.
- Manage correspondence with clients and coordinate travel arrangements.
- Assist with budget tracking and order office supplies.

### Office Clerk

**Employer:** XYZ Services, Anytown, ST  
**Dates:** January 2019 – May 2021  
**Hours per Week:** 40  
**Salary:** \$32,000/year  
**Supervisor:** Mark Lee, (555) 456-1234, may contact

- Filed paperwork and maintained electronic records.
- Answered incoming calls and responded to emails from clients and vendors.
- Assisted with data entry and managed appointment scheduling.

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## Education

**Institution:** Anytown State University, Anytown, ST  
**Degree:** Bachelor of Arts, Business Administration  
**Graduation:** May 2018  
**GPA:** 3.6/4.0

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## Relevant Skills

- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Strong written and verbal communication
- Records management and data entry
- Organization and multitasking

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## References

Available upon request.