

Jane Doe

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

Job Objective

Administrative Assistant, GS-0344-07

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

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.