

BRITTANY JONES

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EDUCATION

Bachelor of Business Administration

University of Florida Tallahassee, FL
August 2014 – May 2018

KEY SKILLS

- Adobe Acrobat
- Customer service
- Microsoft Office
- Strong interpersonal skills
- Strong written and verbal communication skills

Eager new graduate with management, administrative and organizational skills. Significant background in customer service, including giving tours, working reception, answering phones and planning events.

PROFESSIONAL EXPERIENCE

Administrative Assistant

DEF Corp, Miami, FL | June 2018 – Present

- Serve as the main office receptionist, including answering phones, replying to general email inquiries and greeting customers upon arrival
- Lead facility tours for visitors and school groups lasting one hour, answering questions and providing extensive company information from memory
- Provide support to executive teams, including scheduling meetings, organizing company travel, planning corporate events, managing conference room reservations and processing food orders

Admissions Tour Guide

College Admissions Office, Tallahassee, FL | August 2015 – May 2018

- Led campus tours to individual families and groups for a one-hour time period, providing substantial campus information and answering questions about programming and student life
- Worked at the reception desk in admissions, fielding student inquiries, updating admissions records and greeting visitors
- Wrote thank you cards to all visiting students to acknowledge their presence on campus and provide contact information for future questions or concerns