

Brittany Jones
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Profile

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

Key Skills

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

Education

Bachelor of Business Administration

University of Florida Tallahassee, FL, August 2015 – May 2019

Professional Experience

Administrative Assistant, DEF Corp, Miami, FL

December 2019 – 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