

**Janie Smith**  
(123) 456-7890  
jsmith1@email.com  
123 Address Rd, Anywhere, USA

## Profile

Passionate recent graduate seeking an executive assistant position that supports key professionals and facilitates the achievement of corporate objectives. Extensive experience in customer service. Academic studies in communication, psychology, language and sociology, guaranteeing a strong foundation in the ability to anticipate needs and rise to meet them.

## Key Skills

- Strong verbal and written communication
- Customer service skills
- Attention to detail
- Microsoft Office

## Education

**Associate of Science, Business Administration, Broward College, Fort Lauderdale, FL**  
*August 2017 - May 2019*

## Professional Experience

### **Retail Manager, Floorstore, Davie, FL**

*March 2018 - Present*

- Oversee retail staff, including making schedules and organizing shifts on the floor
- Work with customers with challenges, including remedying complaints, ordering out-of-stock merchandise and offering discounts
- Organize stock room and maintain inventory
- Order products and evaluate SKUs to ensure stock is complete based on corporate guidelines

### **Retail Associate, Bullseye Stores, Plantation, FL**

*June 2016 - February 2018*

- Attended to guests on the floor, including greetings and assisting with merchandise
- Folded and organized clothing to keep display spaces clean and neat
- Set up shelving and displays to advertise new products
- Rang up customers and assisted with processing exchanges and returns