

James Rodriguez

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PROFESSIONAL SUMMARY

Motivated administrative professional with 1.5 years of experience in office support roles. Strong skills in Microsoft Office, data entry, and customer service. Eager to contribute to a government agency and grow professionally.

EDUCATION

High School Diploma

Springfield High School, 2021

Certificate in Office Administration (in progress)

Springfield Community College, Expected 2025

SKILLS

Microsoft Office (Word, Excel, Outlook), Data Entry, Customer Service, Written Communication, Verbal Communication, Filing, SAP (basic knowledge)

WORK EXPERIENCE

Administrative Assistant

Green Valley Nonprofit Organization, June 2022 - Present

- Answer phone calls and provide information to clients
- Perform data entry and maintain donor database using Microsoft Excel
- File documents and maintain organized filing system
- Schedule appointments and meetings for executive director
- Assist with event planning and coordination

Receptionist (Part-time)

Springfield Dental Clinic, January 2022 - May 2022

- Greeted patients and provided excellent customer service
- Answered phones and scheduled appointments
- Maintained patient files and records