Lisa White

101 Maple Street

Anytown, USA

lisawhite@example.com

(123) 456-7890

Objective:

Motivated individual seeking an administrative assistant role to contribute to the smooth operation of a busy office environment.

Experience:

Administrative Assistant, Office Solutions, Anytown, USA

- Answered phone calls and directed them to the appropriate personnel

- Scheduled appointments and managed office calendars

- Performed data entry and maintained office records

- Assisted with event planning and coordination

Receptionist, Welcome Center, Anytown, USA

- Greeted visitors and provided information

- Managed incoming and outgoing mail

- Maintained a clean and welcoming reception area

Education:

Associate Degree in Office Administration, Anytown Community College, USA

Skills:

- Office administration, data entry, scheduling

- Strong organizational and multitasking skills

- Excellent communication and interpersonal skills