

Name: David Johnson

Contact Information:

Email: david.johnson@example.com Phone: (555) 987-6543 Summary: Detail-oriented individual with a background in administrative tasks seeking a new opportunity in software development.

Education:

Associate Degree in Business Administration Community College, Graduated May 2018 Work Experience:

Administrative Assistant XYZ Company, 2019 - Present Managed office tasks, organized files, and scheduled appointments Projects:

Implemented a new filing system for improved organization Assisted in planning company events and meetings Skills:

Proficient in Microsoft Office Strong organizational skills Time management