

Alex Taylor

Entry-Level Assistant

New York, NY | alex.taylor@email.com | (555) 987-6543

Education

High School Diploma – City Central High School, New York, NY

Graduated: June 2023

Skills

- Microsoft Word: Typing documents, formatting text, spell checking
- Email Communication: Writing and replying to professional emails

Projects

Personal Weekly Budget Planner (January 2024)

- Created a table to track allowance and spending on snacks and transport
- Analyzed one month of expenses to identify unnecessary spending
- Saved \$20 by cutting out non-essential purchases