Joni Sherman

One Microsoft Way | Redmond, Washington | 555-555-5555 | joni@contoso.com

# Objective

## Seeking employment as an office or administrative assistant so I can utilize my skills in customer service and Microsoft products.

# Experience

November 2019 – Present

### Office Assistant | Technology High School

Developed the counseling department’s strong relationship with students and various stakeholders by serving as a first point of contact. Created various internal documents using Microsoft Word and Excel. Performed accurate data entry, ensured timely mail distribution and reception, and maintained confidential departmental documents

May 2016 – November 2019

### Counseling Intern | Technology High School

Assisted in planning of visitation day, which hosted over 100 parents and prospective students. Aided in the recruitment of prospective first-year students, maintained applicant files and prepared mailings for incoming students.

# Education

* Hill High School, Redmond, WA
* Completed Microsoft Office Certifications

# Leadership

I served as captain of my high school debate team and was class secretary sophomore through senior year.

# References

Available upon request.