

**John Doe**

123 Example Street, City, Country

Email: johndoe@example.com | Phone: +1 (555) 123-4567

**Professional Summary**

Motivated and detail-oriented professional with experience in administrative tasks, customer support, and project coordination. Skilled in communication, organization, and problem-solving.

**Skills**

- Microsoft Office (Word, Excel, PowerPoint)
- Data entry and documentation
- Team collaboration
- Time management
- Basic HTML & CSS

**Experience****Administrative Assistant**

ABC Company — 2022–2024

- Managed daily office operations and maintained accurate records
- Assisted in scheduling, email correspondence, and report preparation
- Supported project teams with documentation and data collection

**Customer Support Representative**

XYZ Services — 2020–2022

- Handled customer inquiries via phone and email
- Resolved issues promptly and maintained service quality standards
- Documented feedback to improve customer experience

**Education**

Bachelor of Business Administration (BBA)

Example University — Graduated 2020

**References**

Available upon request.