John Doe

Email: john.doe@example.com | Phone: (123) 456-7890 | Location: Modesto, CA

# Summary

Detail-oriented and highly motivated professional with 5+ years of experience in customer service and administrative support. Skilled in communication, time management, and problem-solving.

# Experience

Customer Service Representative  
ABC Corp, Modesto, CA | Jan 2020 – Present  
- Handled 50+ customer inquiries daily via phone and email.  
- Resolved customer complaints, achieving 95% satisfaction rate.  
- Trained 3 new employees in customer support procedures.

Administrative Assistant  
XYZ Inc, Stockton, CA | Jun 2017 – Dec 2019  
- Managed scheduling, filing, and office communication.  
- Prepared reports and correspondence.  
- Supported HR with onboarding and documentation.

# Education

Associate of Arts in Business Administration  
San Joaquin Delta College, Stockton, CA | 2017

# Skills

Customer Service, Microsoft Office, Data Entry, Scheduling, Communication, Problem Solving