Jane Doe

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# OBJECTIVE: To obtain a position as a Clerical Assistant at College of the Canyons.

**HIGHLIGHTS OF QUALIFICATIONS**

1. Over two years of professional experience performing clerical duties
2. Office experience includes typing (50wpm), filing, creating reports, answering phones, scheduling appointments, mailings and database management
3. Computer proficient in both Mac and PC platforms, with experience using Microsoft Word, Excel, Access, PowerPoint, Outlook and the internet for online research
4. Excellent verbal and written communication skills; Bilingual in English and Spanish
5. Highly organized, with a proven ability to manage multiple tasks in fast-paced work environments
6. Equally skilled working independently or as a member of a team

**PROFESSIONAL EXPERIENCE**

Microsoft Industries, Valencia, CA 06/12 – Present

**Receptionist**

1. Type all office correspondence and documents and answer incoming calls on a multi-line phone
2. Input statistical and confidential information into the computer database
3. Operate and train staff on a variety of computer software programs and company procedures
* Utilize interpersonal skills when working with diverse professionals
* Verify the accuracy of new client files and records

Sears Department Store, Northridge, CA 04/10 – 05/12

**Cashier**

1. Greeted customers entering the establishment and answered questions about merchandise
* Operated the cash register and received payments by cash, check, credit, debit, and gift cards
* Issued receipts, distributed change, processed returns, and handled exchanges
* Maintained a clean and orderly checkout area and completed other general cleaning duties

Publishing Today, Valencia, CA 01/09 – 03/10

**Secretary**

1. Organized meetings, planned agendas and handled the scheduling of office events
2. Input, filed, mailed, and faxed official documents
3. Served as acting supervisor when director was out of office, working closely with colleagues and staff to ensure the smooth running of the office
4. Interfaced with staff and business representatives on a regular basis

**EDUCATION**

California State University Northridge, Northridge, CA

**Bachelor of Science Degree** in Business Administration Expected: MM/YY

College of the Canyons, Valencia, CA

**Associate of Arts Degree** in Accounting Received: MM/YY