

YOUR NAME HERE
123 Alpha Street
Bay Area City, CA 12345
(123) 555-1234
emailaddress@somewhere.com

OBJECTIVE: Position as Office Clerical/Assistant

HIGHLIGHTS OF QUALIFICATIONS

- {place a number here}+ years experience providing outstanding administrative and clerical support.
- A motivated self-starter, able to quickly grasp issues and attend to details while maintaining a view of the big picture. Expert in juggling multiple projects and achieving on-time completion within budget.
- Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and strong work ethic.
- A clear and logical communicator, able to establish rapport with both clients and colleagues, and motivate individuals to achieve organizational objectives.

PROFESSIONAL EXPERIENCE

{following is an example, replace with your info}

1988-pres., OFFICE CLERICAL

Example Employer & Associates, Napa, CA

Office Clerical

- Coordinated work flow among other coworkers and supervised various support tasks. Prioritized and delegated tasks, provided motivation and direction to create a positive work environment and ensured accurate, on-time completion.
- Tracked office expenses and created monthly reports. Prepared invoices, Accounts Receivable/Payable and banking.
- Responded to client needs and provided additional support where necessary.

Additional experience includes:
Volunteer at {example place}

EDUCATION & TRAINING

High School, ABC High School

B.A., Example University, Washington, DC

Additional training includes: Computer, typing