Jane Smith

[jane.smith@gmail.com](mailto:John.smith@gmail.com), 212-123-4567

123 Park Avenue, New York, NY 10015

## Objective (Professional Summary):

I am a committed professional looking to advance my career with the animal care industry. Building on my customer service and administrative experience, I offer an exceptional experience to all customers and colleagues.

## Education:

Manhattan Vocational Academy New York, NY

Vet Tech Assistant Expected Completion: 2021

Roosevelt High School New York, NY

High School Diploma May, 2017

## Professional Experience:

Voya Financial New York, NY

Office Associate January 2019 – September 2019

* Answered incoming phone calls; providing excellent customer service and directing calls to the appropriate team member.
* Delivered interoffice communication, mail, and other packages around the office.
* Provided administrative support for company events including; setting up event spaces, greeted and assisted guests, and produced event materials.
* Organized and stocked office supplies to ensure consistent access for staff members.

New York Book Festival New York, NY

Volunteer July 2018

* Greeted festival attendees and provided directions to exhibits.
* Assisted visitors with their gift item purchases by providing information and processing transactions.
* Provided tours to festival attendees for certain exhibits.
* Attended festival sessions and assisted with any logistical concerns.

## Core Competencies (Skills):

* Excellent customer service skills with the ability to communicate, assist and network with customers.
* Knowledge of various technologies, including; computers, cellphones, tablets and other devices.
* Ability to effectively organize with administrative tasks.
* Intermediate computer skills with knowledge of Microsoft Office, and other computer programs.

References and recommendations available upon request.