

## Personal

- Address**  
1267 Dolphin Blvd.  
92111 San Diego, Calif.
- Phone number**  
555-123-4567
- Email**  
example@cvmaker.com

## Skills

- Customer Service** ● ● ● ● ●
- Conflict Resolution** ● ● ● ● ●
- Creative Problem Solving** ● ● ● ● ●
- Time Management** ● ● ● ● ●
- Multitasking** ● ● ● ● ●
- Organization** ● ● ● ● ●
- Microsoft Office Suite** ● ● ● ● ●

Customer-centric and passionate executive assistant seeking to join the team at McDonald Architecture as an Administrative Assistant. Five-years of experience organizing files, handling traveling arrangements, communicating with customers and vendors, and multitasking daily duties. Exceptional communication, time management, organization, and problem solving skills. Channels constructive criticism into momentum and lesson learning, to reduce the potential of future errors and ensure a positive work environment.

## Work experience

**Receptionist** Aug 2018 - Present  
Franklin Tubbs and Associates, La Jolla, Calif.

Currently serving as a front desk receptionist in La Jolla for Franklin Tubbs and Associates. Key daily tasks include:

- Greeting all clients, vendors, and business partners as they enter the facility.
- Answering telephone calls, customer emails, and directing inquiries to appropriate departments.
- Scheduling deliveries of products, supplies, and critical business correspondence.
- Organizing office files, supplies, and new products.
- Communicating with delivery companies, signing for parcels, and respecting all vendors.

**Executive Assistant** Jun 2017 - Jul 2018  
David Stevens Legal Services, Oceanside, Calif.

Served as a executive assistant with David Stevens Legal Services in Oceanside, California. Daily responsibilities included:

- Maintaining a perfectly clean work area at all times.
- Answering telephone calls and customer emails.
- Delivering legal files to The County Courthouse in Vista, California.
- Signing for package deliveries at the front desk.
- Assisting company employees with tasks as needed.

## Education

**Communications** Sep 2019 - Present  
San Diego State University, San Diego, Calif.

**High School Diploma** Sep 2014 - Jun 2017  
El Camino High School, Oceanside, California

## References

**Jessica Tubbs** Franklin Tubbs and Associates  
On Request

**David Stevens** David Stevens Legal Services  
On Request

**Dr. Bobby Jones** San Diego State University  
On Request