

(Your Name)

Residential Address | Phone Number | Email Address | LinkedIn and/or Socials

Career Objective

Keep this specific and related to your qualifications and accomplishments. Always ensure it is relevant to the role you are submitting your resume for. Here is a link to the Top 10 career objectives as provided via LinkedIn <https://www.linkedin.com/pulse/top-10-career-objectives-can-add-up-your-cv-resume-maddali-swetha/>

Experience

ROLE TITLE | COMPANY NAME | EMPLOYMENT DATES

Overview of role in 1 to 2 lines

- Dot points providing an overview of your responsibilities.

ADMINISTRATION ASSISTANT | ABC FINANCIAL SERVICES | JULY 2019 - CURRENT

- Provide ongoing administrative support with daily operations and special projects.
- Quality customer service via phone, data entry updating customer details as required.
- Manage email inbox.
- Manage Executive calendars, coordinate meetings and appointments.
- Order catering and support events.

RECEPTIONIST | ABC CREATIVE | FEBRUARY 2016 – JUNE 2019

- Front of house reception.
- Meeting and greeting customers.
- Serve as primary point of contact for incoming calls, addressing inquiries and resolving concerns or escalating as required.
- Setting up meeting rooms, arranging catering as required.
- Manage email inbox.
- Ensure all common areas are clean and tidy at all times.

Education

CERTIFICATE III IN BUSINESS ADMINISTRATION | JUNE 2018 | TAFE NSW

HSC | 2015 | SYDNEY HIGH

Skills & Abilities

- Microsoft Office Suite
- Canva
- Customer Service
- Organisation
- Poised under Pressure
- Phone Manner

Activities and Interests

Travel, Theatre, Pilates