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| **YOUR NAME** | | | | |
| ADMINISTRATIVE CLERK | | | | |
| (734) 982-7715 |  |  | PROFILE  Administrative Clerk with 4+ years of experience in managing complex schedules and 3+ years of experience in handling a wide variety of administrative duties. Possess exceptional social skills and a passion for urban planning. Seeking further career growth opportunities in the Planning and Development Department. | |
| jane.simons@gmail.com |  |
| Ann Arbor, MI 48107 |  |
| linkedin.com/in/jane.simons |  |
| PROFESSIONAL | | | | EDUCATION |
| |  | | --- | | **ADMINISTRATIVE CLERK** *(September 20XX – Present)*  *City Government Planning and Development Department – Ann Arbor, MI*   * Manage the front desk, answer the phone, schedule appointments, greet visitors and answer questions for the general public * Oversee office inventory, order and maintain supplies as well as ensure that office equipment is properly serviced and functioning * Train incoming interns in duties and ensure that they complete tasks efficiently and to a high standard * **Key Achievement**: Implemented use of new software to streamline office operations, saving the department 5% of its annual labor costs budget. | |  | | **INTERN** *(June 20XX – August 20XX)*  *City Government Planning and Development Department – Ann Arbor, MI*   * Filed documents and paperwork, ensuring a well-maintained system and an organized office * Assisted in running the reception desk, answering phone calls, taking messages and forwarding calls. * Input city planning data using Microsoft Office Suite and Excel Spreadsheet Software. | |  | | **PERSONAL ASSISTANT** *(June 20XX – August 20XX)*  *Ann Arbor, MI*   * Maintained a clear and organized weekly, monthly and yearly schedule for clients * Performed various tasks delegated by clients | | | | | **UNIVERSITY OF MICHIGAN**  **Ann Arbor, Michigan**  20XX-20XX, GPA: 3.8/4.0  C*ompleted 75 credits towards a B.A. in Environmental Studies with a specialization in Urban Planning.* |
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| |  | | --- | | KEY SKILLS | | Microsoft Office,  with a focus on Excel | | Organization | | Interpersonal Skills | | Administrative Skills | | Problem Solving  Time Management | |

