|  |  |
| --- | --- |
| Jordan Smith | Phone: 324-456-6589Email: jordansmith@example.com3186 Sumner StreetLos Angeles, CA – 54123 |
| Career Objective | Jordan is a fresh college graduate willing to understand the applications of her developed skills and keen to learning new techniques while working as an administrative assistant. She believes that secrete of success is to work in a friendly but formal environment. |
| Professional Qualification | Diploma in business administration Kinnaird College CommerceLos Angeles CA – 2013 Earned GPA: 3.6 |
| High School Education | Kinnaird High School Los Angeles, CA – 2007 - 2011 |
| Major Subjects | * Mathematics
* Statistics
* Economics
 | * Social Science
* Geography
* History
 |
| Key Skills | * Knowledge of business laws
* Business etiquettes
* Excellent in accounts
* Routing and distributing incoming manual mails and emails
* Keeping records of everyday email and other business correspondence
* Appointments setter
* Ability to use PCs and MAC systems
* Knowledge of Microsoft Office application
* Time Management
* Preparing formal and informal business documents
* Special interest in graphics application
* Excellent in Grammar and Spellings
 |
| Knowledge of | * Adobe Photoshop
* Adobe Indesign
* Telemarketing
* Cold Calling
* Accurate data entry
* Search engine optimization
 |
| Interests and Hobbies | * Reading
* Playing Baseball
 |
| References | Will be provided on request |

**Copyright information - Please read**

© This [**Free Resume Template**](http://www.hloom.com/resumes/) is the copyright of Hloom.com. You can download and modify this template for your own personal use to create a resume for yourself, or for someone else. You can (and should!) remove this copyright notice ([click here to see how](http://www.hloom.com/resumes/how-to-format-word/)) before sending your resume to potential employers.

You may not distribute or resell this template, or its derivatives, and you may not make it available on other websites without our prior permission. All sharing of this template must be done using a link to <http://www.hloom.com/resumes/>. For any questions relating to the use of this template please email us - info@hloom.com