

Jane Smith Doe

222 Pitt Tech Road
Winterville, North Carolina 27856
(252) 321-4444 Home (252) 321-5555 Work
E-mail: jane_doe@webmail.pittcc.edu

Objective Seeking entry-level employment as an administrative assistant.

Education A.A.S. in Office Systems Technology, May 2006
Pitt Community College, Greenville, North Carolina
GPA: 3.25

Computer and Software Skills

- Microsoft Office Applications—Word, Excel, Access, PowerPoint, and Publisher
- Microsoft 98 and XP
- Internet Explorer

Experience

January 2004 to Present

Office Assistant, English Department
Pitt Community College, Greenville, North Carolina

- Answered the telephone, greeted visitors, and took messages
- Copied and collated reports
- Typed documents for instructors
- Took minutes at departmental meetings

August 2002 to January 2004

Fast Food Worker, Burger King (Memorial Drive)
Greenville, North Carolina

- Assisted customers by taking their orders and making change
- Stocked supplies and cleaned restrooms
- Opened restaurant on Saturday mornings

Employee of the month for April 2003

Activities

- Member of Gamma Beta Phi, Pitt Community College
- Student Government Association Office Systems Technology Representative, Pitt Community College
- Junior Choir Leader, Orange Grove Baptist Church

References for Jane Smith Doe

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Jenny Smith, District Manager
Burger King
111 Burger Drive
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(252) 756-1111

John Woolard, Math Instructor
Pitt Community College
P.O. Drawer 7007
Greenville, NC 27835
(252) 493-7171

Margaret Sweeney, Gamma Beta Phi Advisor
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