

123 Main Street  
Springfield, AB  
12345

Phone 555-555-1234  
Fax 555-555-0123  
E-mail judy@smith.com

# Judy Smith

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**Objective** To obtain a challenging position as an office manager that enables me to fully use my skills and experience.

**Work experience** Global Corp. Springfield, AB 5/05 - Present  
Assistant Office Manager

- Trained new office employees and wrote training manual, now used by all new hires
- Reorganized billing database to increase accuracy
- Recouped over \$10,000 in unpaid invoices by conducting successful billing and collections
- Programmed and operated 20-line telephone and messaging system that resulted in improved communications office-wide
- Improved process for updating and maintaining CEO's calendar

General Widgets Anywhere, OT 1/04 - 4/05  
Administrative Assistant

- Improved process for distributing incoming calls and mail
- Greeted customers and resolved inquiries
- Established file re-coding system to improve productivity
- Maintained time and attendance records

**Education** Edison Community College Somewhere, OT 2002-2004  
Associate of Arts, Business Administration

Gordon James Career Center Far, WT Fall 2002  
Microsoft Office, Advanced Certification

Wayersville High School Near, WT 1998-2002  
High School Diploma

**Computer Skills**

- Microsoft Office (especially PowerPoint, Excel, Word)
- QuickBooks
- CAD
- Publisher

**Professional Development**

- Completed Microsoft certification for Office Professional
- Member, Office Associates Organization