*Chronological Resume (Times New Roman Font)***Jane Smith**

(987) 654-3210

333 Francisco Way

Rohnert Park, CA 94928 jane@email.com

**OBJECTIVE: Office Assistant**

**QUALIFICATIONS**

* PC proficiency (Word, Excel) in the preparation and formatting of spreadsheets, reports, databases and correspondence.
* Two+ years office experience
* Attention to detail and accuracy
* Excellent written/verbal communication
* Ability to work independently, prioritize urgent issues, and cooperate as a team member

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| **EXPERIENCE**  |  |
| **6/17 – present**  | **Santa Rosa Junior College, Santa Rosa, CA** **Advanced Office Assistant, Career Center** * Handle incoming phone calls, relay messages to staff and schedule appointments.
* Manage projects, prioritize tasks, order graphics, maintain files, and answer student inquiries.
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| **6/15 – 6/17**  | **Fastek Technical Services, Petaluma, CA** **Office Administrative Support** * Front desk reception - took messages and greeted customers
* Coordinated staff meetings, conference calls and managed calendar
* Prepared reports using MS Word and Excel
* Assisted with faxing and filing
* Sorted, prioritized and replied to correspondence received
* Organized reference materials
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| **9/13 – 6/15** **EDUCATION**  | **Countrywide Home Loans, Cotati, CA** **Administrative Assistant** * Provided administrative support to assistant manager
* Provided telephone and walk-in customer service
* Typed and sent letters to clients
* Processed reports
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| **2017 to Present**  | Santa Rosa Junior College, Santa Rosa, CA Certificates in Administrative Support I & II  |
| **Graduate**  | Santa Rosa High School, Santa Rosa, CA  |

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**Jesse Chen (123) 456-7890 (H)**

**123 Street Road (987) 654-3210 (Cell)**

### San Rafael, CA 94900 jchen@email.com

**OBJECTIVE: Human Resource Assistant**

**QUALIFICATIONS SUMMARY:**

* Two+ years office experience
* Current knowledge of human resources practices and guidelines
* Ability to multi-task and work as a team member

**ACCOMPLISHMENTS:**

* Organized training program for supervisors to provide excellent customer service
* Created database to track employees’ compensation and complaints

**HUMAN RESOURCE SKILLS:**

* Reconcile and process monthly premium invoices
* Verify employee eligibility for benefits and answer benefits questions
* Communicate employee status changes to insurance carriers
* Monitor and coordinate processing of forms such as job announcements and Personnel Action Forms

**COMPUTER SKILLS:**

* MAC and PC proficient
* Microsoft Office (Word and Excel)
* MS Outlook and Internet

**ADMINISTRATIVE SKILLS:**

* Perform detailed tasks with accuracy
* Communicate and write effectively
* Distribute materials, file, fax, copy, order supplies, prepare and ship materials • Schedule meetings, compose correspondence, and plan events

#### EXPERIENCE

 **2016-2018 JJ Enterprises, San Rafael, CA**

**Human Resources Clerical Assistant**

 **2014-2016 New York Camera, San Rafael, CA**

**Assistant Manager**

#### EDUCATION

Completed 10 units of the Human Resource Administration Certificate

Santa Rosa Junior College, Santa Rosa, CA

San Rafael High School, San Rafael, CA – Graduate