



Sample Résumé – Office

JULIE JOHNSTON

6872 Soundview Road, Edmonds 98026
(425) 775-9000 ▪ Julie@aol.com

OBJECTIVE: To obtain a position as an administrative assistant where I can utilize my skills and experience

QUALIFICATIONS:

- MS Office 2003 (Word, Excel, Access and PowerPoint)
- Publisher, Internet research
- Ten key by touch
- Enjoy multitasking and a fast pace
- Well organized and good at follow through
- Extensive experience in customer service
- Skilled in handling customer complaints

EDUCATION:

Certificate, Business Information Technology, GPA 3.7
Edmonds Community College, Lynnwood, WA

August 2003

- Trained in writing memos, letters and reports.
- Prepared documents, charts, tables, spreadsheets.
- Created and delivered four presentations using PowerPoint.
- Took several classes in Access databases and gained proficiency.
- Used Publisher to prepare business cards, brochures and newsletters.
- Emerged as a natural leader during group projects. Received appreciation from other students for keeping group moving forward toward excellent final product.

WORK EXPERIENCE:

Barista and Manager
Java Joe's, Lynnwood, WA

2002-present

- Managed latté stand with five employees.
- Served 200+ customers per day.
- Resolved problems with disgruntled customers.
- Received frequent compliments from customers.

COMMUNITY SERVICE:

Girls Soccer Coach (ages 8-11)

1997-2001