

Jane Smith

321 Bison Road
Lafayette, LA 70506
(337) 521-5555
jsmith@xyz_college.edu

EDUCATION:

South Louisiana Community College, Lafayette, LA
Associate Degree of Liberal Arts
Expected Graduation Date: May 2015

WORK EXPERIENCE:

Administrative Assistant

Best Law Firm, Lafayette, LA

June 2011 - Present

- Greet clients and direct them to appropriate lawyers according to their needs
- Answer phones and give information to callers, take messages, and transfer calls to lawyers
- Perform routine clerical duties such as scheduling appointments, receiving payments, filing, and maintaining paperwork

Cashier

1st Business, Lafayette, LA

August 2009 - May 2011

- Provided customer service, answered customers' questions, and assisted customers with information about different products
- Operated cash register to compute and record sales for customers
- Received payment by cash, check, credits cards, vouchers, automatic debit cards, and rendered change due to customers

Server

Mexican Restaurant, Lafayette, LA

February 2007 - August 2009

- Took and recorded customer's food and beverage orders at a Mexican restaurant
- Operated cash register to compute and record food sales for customers
- Received payment by cash, check, credits cards, and rendered change due to customers

PROFESSIONAL SKILLS:

- Exceptional customer service skills
- Excellent clerical, organizational and communication skills
- Proficient in MS Word, Excel, PowerPoint and Outlook