*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. |
| **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 |
| **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 |
| **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