

Jane Doe

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Summary

A qualified, experienced manager and secretary with extensive Microsoft Office Skills and a typing speed of 51 WPM. Worked on experiential research in Computer Technologies by creating an online program that enhanced customer satisfaction by 95%. Public Relation Specialist who managed negative feedback by targeting internal issues and getting responses from prior disgruntled customers for an 85% turnover in opinion.

Education

Bachelors of Arts: Communications and Public Relations, ABC College, Schooltown, US, 2005

- GPA: 3.75; Intellectual focus on interpersonal communications, social skills and etiquette, public relations, and curating a positive work image for affiliates and companies.

Experience

Managing Assistant, Group XYZ

January 2020—Present

Managed meetings, community projects, and research for interpersonal relationships.

- Managed a budget of \$5,000 for a community outreach and networking project
- Organized meetings for teammates and supervisors utilizing MeetHere Software

Computer Research Assistant, DEF Tech and Associates

January 2010—December 2019

Led research for computer development. Developed software to enhance consumer relations by generating immediate network feedback.

- Developed ConsumerRightWay to facilitate a 95% increase in consumer relations.
- Pioneered customer-friendly feedback surveys to tailor the company to match the customer's needs.

Awards and Recognition

Awarded, "Outstanding Public Relations" with the National Association of Public Relations, 2014

- Awarded for "Excellent Interpersonal Skills" and "Great Work with Customers and Relations" for development of ConsumerRightway.

Completed "Consumer Excellence" Workshops Sponsored by the Association of Sales Work, 2017

- Completed five sessions entitled, "The Customer is Right," "How to Sell I and II," and "Fixing Consumer Relations, I and II." These focused on improving management and people skills to increase sales efficiency.