



Sample Resume: Junior

Name . Address . Phone . Cell . email .

OBJECTIVE: To find employment as a **Receptionist or Entry level Admin Assistant** for a company that will benefit from 4 years experience in customer service and strong organizational skills.

HIGHLIGHTS OF QUALIFICATIONS

Organizational Skills

- Implemented a new filing system while employed as a manager at local small retail store, which resulted in more efficient business operations
- Responsible for staff scheduling
- Experience in filing, shelving and organizing books/clothing/groceries

Administrative/Computer Skills

- Developed detailed training manual for staff which provided a reference to aid employees in their tasks and helped new staff learn their jobs quickly
- Typing Skills
- Experience in Windows XP and older versions of Windows; Microsoft Word; Excel; Explorer; Corel Word Perfect
- Experience on multi-line phones, paging systems

Interpersonal Skills

- 4 years experience providing quality customer service
- Responsible for hiring and training of staff
- Citizenship award received from co-workers

WORK HISTORY

Manager-in-Training	Claire's, Calgary, AB	2006
Manager	Ardene, Calgary, AB	2005-2006
Sales Associate	Carlton Cards, Calgary, AB	2005
Sales Associate	Wal-Mart, Calgary, AB	2004-2005
Shelving Assistant	Calgary Public Library, Calgary, AB	2004
Sales Associate	Wal-Mart, Calgary, AB	2002

EDUCATION

Certificate in Upgrading	Mount Royal College, Calgary, AB	2004
Job Safety Certificate	Mount Royal College, Calgary, AB	2003

VOLUNTEER EXPERIENCE

Food Collection Assistant	Christmas Food Hamper Project	2003
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