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| Jordan Smith | | Phone: 324-456-6589  Email: [jordansmith@example.com](mailto:jordansmith@example.com)  3186 Sumner Street  Los Angeles, CA – 54123 |
| Career Objective | Jordan is a fresh college graduate willing to understand the applications of her developed skills and keen to learning new techniques while working as an administrative assistant. She believes that secrete of success is to work in a friendly but formal environment. | |
| Professional Qualification | Diploma in business administration Kinnaird College Commerce  Los Angeles CA – 2013 Earned GPA: 3.6 | |
| High School Education | Kinnaird High School Los Angeles, CA – 2007 - 2011 | |
| Major Subjects | * Mathematics * Statistics * Economics | * Social Science * Geography * History |
| Key Skills | * Knowledge of business laws * Business etiquettes * Excellent in accounts * Routing and distributing incoming manual mails and emails * Keeping records of everyday email and other business correspondence * Appointments setter * Ability to use PCs and MAC systems * Knowledge of Microsoft Office application * Time Management * Preparing formal and informal business documents * Special interest in graphics application * Excellent in Grammar and Spellings | |
| Knowledge of | * Adobe Photoshop * Adobe Indesign * Telemarketing * Cold Calling * Accurate data entry * Search engine optimization | |
| Interests and Hobbies | * Reading * Playing Baseball | |
| References | Will be provided on request | |