

## PERSONAL

**Name**  
Diana Jones

**Address**  
888 Locust Drive  
75001 Dallas, Texas

**Phone number**  
555-123-4567

**Email**  
example@cvmaker.com

## SKILLS

Creative Problem Solving  
Project Management ★ ★ ★ ★ ★  
Conflict Resolution ★ ★ ★ ★ ★  
Time Management ★ ★ ★ ★ ★  
Multitasking ★ ★ ★ ★ ★  
Organization ★ ★ ★ ★ ★  
Microsoft Office Suite ★ ★ ★ ★ ★

# DIANA JONES

Multitasking and customer-centric team player seeking to join Franklin Development as the executive assistant for CEO David Franklin. Five-years of relevant experience with provide administrative support, filling out expense reports, creating Powerpoint presentations, and other administrative tasks. Exceptional ability to manage time, communicate with team members and clients, and solve problems. Accepts constructive criticism well, and channels feedback into momentum and lesson learning, to reduce the potential of future errors and ensure a positive work environment.

## WORK EXPERIENCE

- Aug 2018 - Present**  
**Administrative Assistant**  
Jones and Davis Law Firm, Ft Worth, Texas  
Currently serving as an administrative assistant for primary firm partner Louis Jones. At the Jones and Davis Law Firm. Key daily tasks include:
  - Answering telephone calls, client emails, draft legal documents and memorandum.
  - Organizing office files, supplies, and legal files.
  - Communicating with delivery companies, signing for parcels, and respecting all vendors.
  - Handling all travel arrangements for Mr. Jones, scheduling client meetings, and court proceedings.
- Jun 2017 - Jul 2018**  
**Executive Assistant**  
Grapevine Trucking Service, Dallas, Texas  
Served as a executive assistant with Grapevine Trucking Service in Dallas, Texas. Daily responsibilities included:
  - Scheduling freight pick-up and deliveries for a fleet of 50 LTL transportation vehicles.
  - Communicating with drivers, customers, and vendors via email, phone, and Slack.
  - Maintaining a perfectly clean work area at all times.
  - Signing for package deliveries at the front desk.

## EDUCATION

- Sep 2017 - May 2021**  
**Business Administration**  
University of Texas - Austin, Austin, Texas

## REFERENCES

- Jones and Davis Law Firm  
**Louis Jones**  
On Request
- Grapevine Trucking Service  
**Brett Smith**  
On Request
- University of Texas  
**Dr. Lisa Smith**  
On Request