

# JESSICA SMITH

## PERSONAL

### Name

Jessica Smith

### Address

4567 Daisy Place  
92111 San Diego, Ca

### Phone number

555-123-4567

### Email

example@cvmaker.com

## SKILLS

### Customer Service



### Written & Oral Communication



### Time Management



### Microsoft Office Suite



### Multitasking



### Organization



Hard working and dependable college student seeking to join the team at Davis Manufacturing in San Diego as an entry-level administrative assistant. Extremely competent at answering phone calls, email communication, handling customer complaints, resolving conflict, and multitasking. A proven record with meeting deadlines, organizing files, cloud-based data entry, solving problems, and working unsupervised. Always channels constructive criticism into positive lesson learning, strives to maintain a positive demeanor, along with a welcoming and clean work environment at all times.

## RELEVANT EXPERIENCE

### Fulfillment Specialist

Aug 2018 - Present

Spaceley Sprockets & Gears, La Jolla, Calif.

Currently serving as a package fulfillment specialist for Spaceley Sprockets & Gears, a manufacturing company owned by my Uncle David Jones in La Jolla, California. Working a limited part time schedule while I complete my third year at the University of California San Diego. Common duties include:

- Answering telephone calls, customer emails, and directing inquiries to appropriate departments.
- Scheduling deliveries of products shipping to customers across the United States.
- Organizing packaging supplies, counting inventory, and documenting counts in a cloud-based software program.
- Communicating with delivery companies, signing for parcels, and respecting all vendors.

### Yearbook Staff

Jun 2017 - Jul 2018

El Camino High School, Oceanside, Calif.

Was a member of the Yearbook Staff during my Senior year at El Camino High School. Served as the Activities Section Editor. Several duties and responsibilities included:

- Maintaining a perfectly clean work area at all times.
- Resolving conflict among a team of nine Junior and Senior students.
- Managing and assigning due-dates for multiple projects.
- Provided constructive criticism and suggestions to improve the appearance and maintain consistency throughout our yearbook.

## EDUCATION

### High School Diploma

Sep 2015 - Jun 2018

El Camino High School, Oceanside, California

## REFERENCES

### Rachael Jacobs

On Request

Spaceley Sprockets &  
Gears

### Herb Stein

On Request

El Camino High  
School

### Dr. Bobby Jones

On Request

Jones Medical Clinic