

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS RÉSUMÉ ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL

## Amy Hawes

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### Objective

*Business graduate seeking a full time entry level Administrative Assistant position that will allow me to utilize my strong customer service skills*

### Qualifications

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- Extensive knowledge of Microsoft Office Suite
- Superior communication skills gained through 3+ years in customer service
- Able to produce quality work under pressure
- Flexibility to multi-task in a fast paced environment
- Proven ability to efficiently work as a member of a team or individually
- Clear Criminal Record Check

### Education

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**Business Administration Diploma Program**, Loyalist College, Belleville, ON – 2014

- *Related courses include: Business Communications, Financial Foundations, Operations Management and Occupational Health and Safety*

**Ontario Secondary School Diploma**, Trenton High School, Trenton, ON – 2012

### Related Experience

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**Volunteer**, United Way Quinte, Belleville, ON – 2012

- Provided administrative support; answered multi-line phone system, answered general questions, and maintained website
- Created and presented end of month statistical report
- Assisted with the development of training and operations manual
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### Other Work Experience

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- **F.A.R.M. team member**, Enactus Loyalist College, Belleville, ON – 2011-2012
- **Customer Service**, HMV, Belleville, ON – 2010-2011
- **Cashier. A&P, Trenton, ON 2009**

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