

Jane Doe
(805) 123-4567
jdoe@gmail.com

SKILLS SUMMARY

- 2+ years of experience working in front desk university office environments
- Skilled in providing clear communication to diverse student population, staff, and faculty.
- In-depth understanding of office environments, usage of modern office equipment, and professional etiquette by phone and email
- Experience conducting campus presentation to student groups and classroom settings regarding various university life and student support topics
- Knowledge of Microsoft Office, Facebook, Twitter & Instagram

EDUCATION

Bachelor of Arts in English with an Emphasis in Creative Writing May 2014
CSU Channel Islands, Camarillo, CA

RELEVANT EXPERIENCE

Student Assistant Aug. 2018- Present
Financial Aid Department at CSU Channel Islands, Camarillo, CA

- Create and present informational handouts used to inform students about CI financial services.
- Address student concerns regarding various financial issues in order to provide excellent customer service.
- Guides and directs students to appropriate resources and services to support student needs and concerns.
- Updates student usage and financial data on excel spreadsheets on a weekly basis.
- Provides additional administrative support and front desk responsibility for Financial Aid staff.

Lead Receptionist Sept. 2016- July 2018
Hair Salon, Newbury Park, CA

- Trained and collaborated with supporting receptionists weekly on various office practices.
- Scheduled appointments through interaction with clients whilst maintaining calendar organization.
- Monitored and logged daily payments and consolidated data weekly.

CAMPUS INVOLVMENT

Finance Chair, Green Club, CSU Channel Islands Sept. 2018- Present
Member, Residential Housing Education, CSU Channel Islands Sept. 2017- Present