

JADA SMITH

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I hope to do well in my work. I am the type of person that tries to take feedback and use it to do my job better. If there is something that I do not know how to do then I will strive to learn how to learn how to do it effectively and efficiently.

EXPERIENCE

MAY 2017 – JUNE 2021

SECRETARY

Performed a series of tasks as needed from dispatch wherein I communicated between drivers and the contracting company, filled out and filed paperwork, and filled out forms when needed for the company. Much of the work required communication over the phone or on a computer.

EDUCATION

JUNE 2014

COUGHLIN HIGH SCHOOL

Basic classes were taken during high school which included several classes featuring Microsoft Office software. I had a keyboarding class during high school as well.

SOME COLLEGE, GRADUATING IN 2026

COMPUTER INFORMATION SYSTEMS AS, LUZERNE COUNTY COMMUNITY COLLEGE

I have taken quite a few college courses. Many of the courses involved mathematics, accounting, and courses going over computers (Microsoft Word, Excel, and Access included).

SKILLS

- Knowledge of Microsoft Excel, Word, and Access
- Can listen to directions and follow instructions
- Able to communicate professionally over the phone
- 50+ WPM typing speed

ACTIVITIES

During high school, I was able to volunteer during my last two years at a library and the VA hospital in Wilkes Barre. While volunteering, I learned that I enjoyed organizing files and working in an office space.

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