

 (415) 555-7890

 emily.dawson@email.com

 San Francisco, CA

EDUCATION

High School Diploma

Lowell High School | San Francisco, CA | 2021

Microsoft Office Specialist (MOS) – Word & Excel

Issued: June 2025

SKILLS

- Data entry & document organization
- Microsoft Office & Google Workspace
- Phone & email communication
- Filing systems & digital record-keeping
- Scheduling & calendar management
- Customer service & front desk support
- Basic bookkeeping & invoicing assistance
- Multi-tasking & prioritization
- Attention to detail & accuracy
- Team collaboration & problem-solving

EMILY DAWSON

CLERK

PROFESSIONAL SUMMARY

Motivated and organized administrative professional seeking an entry-level clerical role. Skilled in data entry, customer service, and office organization. Eager to contribute to a fast-paced office environment and develop administrative expertise.

EXPERIENCE

- June 2025 - Now

Administrative Intern

Bay Area Community Center / San Francisco, CA

- Assist with document preparation, filing, and organizing records to maintain an efficient office environment.
- Answer phone calls, respond to inquiries, and direct messages to the appropriate department.
- Schedule meetings, update calendars, and assist with event coordination.
- Maintain office supply levels, place orders, and ensure inventory is stocked.

- 2021 - 2023

Cashier & Customer Service

Sunset Coffee Roasters / San Francisco, CA

- Processed customer transactions efficiently while providing friendly and helpful service.
- Managed inventory, restocked products, and coordinated with suppliers to prevent shortages.
- Resolved customer concerns professionally, ensuring satisfaction and repeat business.
- Assisted with daily cash register reconciliation and basic bookkeeping tasks.

VOLUNTEER EXPERIENCE

- 2022 - 2023 / San Francisco Public Library

Volunteer Assistant

- Assisted patrons with locating resources and using library technology.
- Helped organize and maintain book inventory for community programs.