

Angelina Vasquez
92567 Overlook Drive
Hamilton, ON
(905) 555-1879

OBJECTIVE: Full-time position in Customer Service with opportunity for advancement to management

EDUCATION: **Bachelor of Arts, English** GPA major 3.2
University of Waterloo, ON March 20XX

EXPERIENCE: **Administrative Assistant** June 20XX to Present
Accelerator Program
Hamilton, ON

Answer questions on-the-spot in person and by phone actively listening to meet clients' needs. Schedule new clients and accurately enter data on sophisticated database management system. Help train new employees. Perform multiple tasks under the pressure of time maintaining a friendly and professional atmosphere.

Retail Sales Supervisor November 20XX to June 20XX
Expressly Yours
Hamilton, ON

Opened and closed store, managed cash register, provided customer service, prepared daily inventory and sales reports, created merchandise displays, worked closely with manager and owner in all aspects of management.

Administrative Assistant June 20XX to September 20XX
Waterloo Community Service
Waterloo, ON

Answered phones, entered data, and promoted effective customer relations. Composed letters for the director's signature. Translated documents and interpreted from French to English.

COMPUTER SKILLS:

MS Word, Excel, WordPerfect, and the Internet.
Experienced with database management system software.

LANGUAGES: Fluent in French

HONORS & ACTIVITIES:

Dean's List
National French Federation Scholarship, 20XX
Loraine Gartener Scholarship, 20XX
Intramural Basketball and Tennis
Member, Chi Sigma Service Fraternity

REFERENCES: Available upon request.