

**Eve Smith**

2001 Oriental Boulevard  
Brooklyn, New York 11299-2398 United States  
Mobile: 718-123-1234  
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**WORK EXPERIENCE:****Administrative Assistant  
NYC Department of Education**

65 Court Street  
Brooklyn, NY

**8/2018 - 9/2021****Hours per week:** 35**Duties, Accomplishments and Related Skills:**

- Entered student information into database for the Title 1 Program
- Scheduled appointments for one-on-one sessions with counselors
- Kept track of student attendance
- Maintained student records

**Supervisor:** Mr. James Long (718-123-4567)**Okay to contact this Supervisor:** Yes**College Assistant  
Kingsborough Community College (CUNY)**

2001 Oriental Boulevard  
Brooklyn, NY

**9/2021 - Present****Hours per week:** 20**Duties, Accomplishments and Related Skills:**

- Schedule career appointments
- Assist students with resources for career planning, internships and job opportunities
- Assist with planning career events

**Supervisor:** Mona Jones (718- 555-1234)**Okay to contact this Supervisor:** Contact me first

**VOLUNTEER EXPERIENCE:****Service-Learning Group Leader****Kingsborough Community College Career Center**

2001 Oriental Boulevard

Brooklyn, NY

**9/2019 – 12/2019****Hours per week:** 10**Duties, Accomplishments and Related Skills:**

- Collected and donated food supplies for underprivileged families
- Solicited donations from businesses
- Increased funds for food pantry by 25%

**Supervisor:** Jane King (718-123-4567)**Okay to contact this Supervisor:** Yes**EDUCATION:****Kingsborough Community College** Brooklyn, NY United States

Associate's Degree 6 /2021

**Credits Earned:** 60 Semester Hours**Major:** Criminal Justice**Relevant Coursework, Licenses and Certifications:**

New York State Security Guard License, 12/2021

**Language Skills:**

Language	Spoken	Written	Read
Greek	Advanced	Novice	Novice

**Affiliations:**

Phi Theta Kappa Honor Society: Member, 2020-Present

**Additional Information:**

- Proficient in MS Word, Excel, Power Point
- Basic knowledge of Adobe Photoshop