

# Jane Smith

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City, Ohio 44555

555-555-5555  
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## Professional Summary:

Strengths / Skills (i.e. Payroll, Human Resources, Cost Accounting, etc.)		

## Professional Experience:

**ABC Company** Date  
*Position*

- What you did / do AND how well you did / do
- Implemented paperless payroll system and saved company \$40k
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## Technical Skills:

- ADP Enterprise HRMS
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## Education:

**University of City**  
*Major/Minor*