

Rachel's Remote Resume Template (v1.0 — No Experience)

Trifinity Publishing Team

Toronto, ON • Remote-Ready • EST Timezone Aligned

Email: rachel@email.com | LinkedIn: linkedin.com/in/rachelremote

Remote Readiness Summary

Motivated and detail-oriented job seeker transitioning into remote work. Strong communication, organization, and self-management skills gained from retail and administrative roles. Recently completed training in virtual tools like Google Workspace, Zoom, and calendar coordination. Comfortable working independently across time zones.

Basic Digital Skills

• Google Docs • Google Sheets • Gmail • Zoom • Microsoft Word • Calendar Management

Recent Training

Remote Work Foundations — IAP Career College (2025)

Google Workspace Essentials — Coursera (2024)

Effective Online Communication — LinkedIn Learning (2024)

Relevant Work Experience

Administrative Assistant — Wellness Clinic, Toronto

2021–2023

- Managed appointments using Google Calendar
- Assisted in daily front desk operations and client communication
- Created and organized digital files using Google Drive

Retail Associate — Essentials Store

2018–2021

- Handled customer service and inventory coordination
- Trained two new team members on POS system and store procedures
- Developed time management and multitasking skills in fast-paced environment

Additional Information

- Typing speed: 55 WPM
- Available for remote work with flexible schedule
- Eager to support teams using virtual tools