

Jane Doe

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PROFESSIONAL SUMMARY

Detail-oriented and organized Office Coordinator with 5+ years of experience supporting daily operations in fast-paced office environments. Adept at managing schedules, coordinating meetings, and maintaining efficient workflow. Strong communication and multitasking skills.

WORK EXPERIENCE

Office Coordinator

ABC Corporation, New York, NY

2019 – Present

- Coordinate office activities and operations to ensure efficiency and compliance with company policies.
- Manage schedules and arrange meetings, appointments, and travel arrangements for executives.
- Serve as the point of contact for internal and external clients.
- Assist with onboarding of new employees and manage HR-related documents.

Administrative Assistant

XYZ Ltd, Brooklyn, NY

2016 – 2019

- Provided administrative support to office staff and senior management.
- Maintained filing systems and processed incoming and outgoing correspondence.
- Assisted with preparation of reports, presentations, and meeting materials.

EDUCATION

Bachelor of Arts in Business Administration

University of New York, 2016

KEY SKILLS

- Office Administration
- Scheduling & Calendar Management
- Document Management
- Customer Service
- Microsoft Office Suite
- Communication
- Time Management

CERTIFICATIONS

Certified Administrative Professional (CAP)