

Alex Taylor

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PROFILE

Detail-oriented and proactive administrative professional with 5+ years of experience streamlining office operations, supporting executive teams, and delivering exceptional organizational support.

PROFESSIONAL EXPERIENCE

Administrative Assistant

ABC Corporation | Jan 2021 – Present

- Coordinated schedules and organized meetings for a team of 20+ staff.
- Implemented electronic filing system, improving document retrieval efficiency by 30%.
- Provided prompt administrative support to the management team.

Office Coordinator

XYZ Solutions | Jun 2018 – Dec 2020

- Managed front desk operations for a dynamic office with 100+ employees.
- Developed onboarding materials for new hires.
- Maintained inventory and ordered office supplies as needed.

EDUCATION

Bachelor of Business Administration

State University | 2014 – 2018

SKILLS

Microsoft Office Suite, Calendar Management, Data Entry, Communication, Event Planning, Time Management