

# First Last Name

Address Line | City, State ZIP | Phone | Email | LinkedIn

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## Professional Summary

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Efficient and highly organized Office Administrator with X+ years of experience supporting daily operations, maintaining documentation, and facilitating workflow in dynamic office environments.

## Core Competencies

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Office Management  
Scheduling & Calendar Coordination  
Document Preparation  
Customer Service  
Records Management  
Data Entry  
Supply Ordering  
Travel Arrangements  
Microsoft Office Suite

## Professional Experience

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**Office Administrator**, Company Name

City, ST | 20XX–Present

Coordinate front office services, including reception, phone management, and correspondence.  
Maintain and update electronic and paper filing systems.  
Provide administrative support to management and staff.

**Administrative Assistant**, Organization Name

City, ST | 20XX–20XX

Scheduled appointments and managed executive calendars.  
Prepared reports, presentations, and meeting materials.  
Liaised with vendors and tracked inventory and office supplies.

## Education

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Degree, Major

School Name, Year

## Certifications

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Certification Name, Issuer (Year)