

First Last Name

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

Professional Summary

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

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

Professional Experience

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

Degree, Major

School Name, Year

Certifications

Certification Name, Issuer (Year)