

Alex Morgan

123 Main Street, Springfield, IL 62701
(555) 123-4567 | alex.morgan@email.com

PROFESSIONAL SUMMARY

Detail-oriented Administrative Clerk with strong organizational and communication skills. Proven record supporting office operations, maintaining records, and improving workflow efficiency. Adept at multitasking in fast-paced environments.

SKILLS

Data Entry & Recordkeeping
Scheduling & Calendar Management
Office Equipment Operation
Document Preparation
Customer Service
Microsoft Office Suite
Filing Systems Management

PROFESSIONAL EXPERIENCE

Administrative Clerk

Springfield Medical Group, Springfield, IL — 2021–Present
Processed and organized 200+ documents daily with 100% accuracy.
Managed office inventory, ordering supplies to maintain workflow efficiency.
Responded to phone and email inquiries, providing prompt support to patients and staff.

Office Assistant

Northside Real Estate, Springfield, IL — 2019–2021
Assisted with scheduling appointments and managing office calendars.
Filed and maintained confidential records and correspondence.
Supported a team of 8 agents, ensuring smooth daily office operations.

EDUCATION

Associate Degree in Business Administration
Lincoln Land Community College, Springfield, IL — 2019

CERTIFICATIONS

Certified Administrative Professional (CAP) â€“ IAAP, 2020

REFERENCES

Available upon request.