

# Alex Taylor

Administrative Coordinator

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## PROFILE

Experienced Administrative Coordinator adept at managing processes, schedules, and communication in fast-paced office environments. Recognized for attention to detail, efficiency, and exceptional organizational skills.

## PROFESSIONAL EXPERIENCE

Senior Administrative Coordinator

Sunrise Solutions, Los Angeles, CA · 2020 – Present

Oversee daily office operations, coordinate internal communications, manage schedules, and support executive staff. Implemented process improvements that reduced administrative errors by 20%.

Administrative Assistant

Brooks & Partners, Los Angeles, CA · 2017 – 2020

Supported project teams, streamlined document management systems, and organized large-scale meetings and events.

## EDUCATION

B.A. in Business Administration

University of California, Los Angeles · 2017

## CORE SKILLS

Office Management

Calendar Coordination

Process Improvement

Document Control

Event Planning

Communication

MS Office Suite

Problem Solving