

First Lastname

City, State

email@example.com

(123) 456-7890

LinkedIn/Website

SUMMARY

Experienced administrative professional with expertise in office management, scheduling, and communication. Proven ability to streamline processes and support executive teams in fast-paced environments.

SKILLS

Office Management

Calendar Coordination

Travel Arrangements

Document Preparation

Customer Service

Data Entry

MS Office Suite

PROFESSIONAL EXPERIENCE

Administrative Assistant

ABC Corporation, City, State — Jan 2020 – Present

Coordinated complex scheduling and managed executive calendars efficiently.

Organized travel and meeting logistics for multi-department teams.

Maintained confidential records and performed data entry with high accuracy.

Office Coordinator

XYZ Inc., City, State — Jun 2017 – Dec 2019

Streamlined office supply inventory process, reducing costs by 15%.

Oversaw front desk operations and improved client communication protocols.

Supported recruitment and onboarding activities for new staff.

EDUCATION

Associate Degree in Business Administration

Community College, City, State — 2017

CERTIFICATIONS

Certified Administrative Professional (CAP)