

# Alex Morgan

*Corporate Office Administrator*

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Location: City, Country

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## PROFESSIONAL SUMMARY

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Organized and versatile Office Administrator with 5+ years of experience supporting corporate operations, implementing effective processes, and ensuring smooth office workflow. Adept at calendar management, communication, and team support.

## CORE SKILLS

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Administrative Support  
Calendar & Meeting Management  
Document Preparation  
Travel Coordination  
Office Supply Management  
Internal Communication  
Records Management  
Event Planning

## PROFESSIONAL EXPERIENCE

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**Office Administrator**, ABC Corporation 2019 – Present

- Coordinate day-to-day office operations for a team of 30+ staff.
- Manage executive calendars, prioritize meetings, and organize corporate events.
- Prepare reports, presentations, and business correspondence.
- Liaise with external vendors and service providers.

**Administrative Assistant**, XYZ Enterprises 2016 – 2019

- Provided administrative support to management and staff.
- Scheduled meetings, managed travel arrangements, and handled office inventory.
- Assisted in onboarding new hires and maintained personnel files.

## EDUCATION

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**Bachelor of Business Administration**

University of Example, 2016

## CERTIFICATIONS

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Certified Administrative Professional (CAP)

Office Management Certification

## TECHNICAL PROFICIENCIES

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MS Office Suite

Google Workspace

Slack

Zoom

Project Management Tools

## REFERENCES

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Available upon request.