

# Alex Morgan

## Corporate Office Administrator

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Location: City, Country

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### PROFESSIONAL SUMMARY

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

Administrative Support

Calendar & Meeting Management

Document Preparation

Travel Coordination

Office Supply Management

Internal Communication

Records Management

Event Planning

### PROFESSIONAL EXPERIENCE

#### 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

#### Bachelor of Business Administration

University of Example, 2016

### CERTIFICATIONS

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.