

First Lastname

Address Line, City, State ZIP | email@email.com | (123) 456-7890

PROFESSIONAL SUMMARY

Dedicated and detail-oriented Office Administrator with experience in supporting daily office operations, scheduling, and communication in fast-paced environments.

WORK EXPERIENCE

Office Administrator, *Company Name*

Month YYYY – Present

Coordinated daily office activities and managed schedules for executive staff.

Maintained records, handled correspondence, and organized meetings.

Administrative Assistant, *Another Company*

Month YYYY – Month YYYY

Provided front-desk support and responded to client inquiries.

Assisted with invoice processing and supply management.

EDUCATION

Degree, *Institution Name*

Month YYYY – Month YYYY

SKILLS

Office Management

Scheduling

MS Office Suite

Communication

Document Preparation