

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- A highly proficient and dependable office administrator with a proven track record in administrative support, customer interaction, and inventory management. Skilled at coordinating office operations and improving efficiency, plus a demonstrated excellence in Microsoft Office Suite, with professional certifications from IAAP, Microsoft, and Professional Business Associates.

Education

- Bachelor's Degree in Business Administration | California State University, Long Beach, CA | September 2016 – May 2018
- Associate Degree in Business Administration | Community College of Philadelphia, Philadelphia, PA | September 2014 – May 2016

Certifications

- Certified Administrative Professional (CAP), International Association of Administrative Professionals (IAAP), 2022
- Microsoft Office Specialist (MOS), Microsoft, 2021
- Certified Professional Secretary (CPS), Professional Business Associates (PBA), 2020

Key Skills

- Administrative support
- Communications
- Customer relations
- Inventory management
- Office management systems and procedures

Professional Experience

SENIOR OFFICE ADMINISTRATOR | MICROSOFT CORPORATION, REDMOND, WA | FEBRUARY 2021 – PRESENT

- Successfully handle the coordination of office activities, including meetings, employee communications, and schedules, leading to an increase in office productivity by 15%
- Consistently offer top-notch customer service as the first point of contact for clients, resulting in an improvement in client satisfaction scores by 20%
- Streamlined the office supply inventory system that yielded a 10% savings in supply expenses

OFFICE ASSISTANT | APPLE INC., CUPERTINO, CA | JUNE 2018 – JANUARY 2021

- Became an integral part of the administrative team by efficiently executing tasks such as typing, copying, faxing, and organizing files
- Improved customer interaction through effective reception duties, including greeting visitors, taking messages, and handling queries
- Managed inventory effectively by keeping a check on stock levels and placing orders when necessary, ensuring that stationery and equipment were always available