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Lucas Rodriguez

ABOUT ME

Organized and detail-oriented office administrative assistant with five years of experience in office management. Proficient in scheduling, inventory management, and customer service. Committed to improving workflow efficiency and maintaining a positive office environment.

PROFESSIONAL EXPERIENCE

OFFICE ADMINISTRATIVE ASSISTANT | BRIGHT HORIZONS GROUP, PHOENIX, AZ
MAY 2018 - PRESENT

- Scheduled meetings and managed calendars for office staff of 20 employees
- Streamlined filing systems, reducing document retrieval times by 25%
- Order office supplies and managed inventory, ensuring uninterrupted workflow
- Assist in onboarding new employees by organizing training materials and schedules

RECEPTIONIST | VALLEY VIEW OFFICES, PHOENIX, AZ
JANUARY 2016 - APRIL 2018

- Handled incoming calls and directed inquiries to appropriate departments
- Greeted visitors and provided information about office procedures
- Maintained front office cleanliness and stocked materials for clients

CERTIFICATIONS

- **MICROSOFT OFFICE SPECIALIST | MICROSOFT | JANUARY 2018**

CONTACT



(123) 456-7890



email@example.com



LinkedIn



Phoenix, AZ 85001

EDUCATION

- **Bachelor of Arts (B.A.) in Business Management**
Arizona State University, Tempe, AZ | June 2015

KEY SKILLS

- Calendar management
- Customer service
- Filing and data entry
- Inventory management
- Microsoft Office