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## CONTACT INFORMATION

 (123) 456-7890

 youremail@example.com

 LinkedIn | Portfolio

 Phoenix, AZ 85001

## EDUCATION

- Bachelor of Arts (B.A.) Business Management  
June 2018  
Arizona State University, Tempe, AZ

## KEY SKILLS

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

# Lucas Rodriguez

## Office Administrative Assistant

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 | May 2018 - Present  
Bright Horizons Group | Phoenix, AZ

- 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 | January 2016 - April 2018  
Valley View Offices | Phoenix, AZ

- 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, August 2018