

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Office Manager- DeVry Communications / Chicago, Illinois

February 2021 – Current

- Monitored the progress of daily activities of administrative staff and volunteers, offering assistance to ensure smooth and peaceful workdays
- Built and managed daily work schedules that improved productivity by 14% and reduced turnover by 33%
- Coordinated office operations in a high-volume business and oversaw 20 office assistants to ensure organizational efficiency
- Ensured adherence to organizational procedures and guidelines for all tasks
- Managed office resources to ensure projects and programs were completed on time

### Office Assistant- Delinois Electronics / Chicago, Illinois

August 2019 — December 2020

- Monitored office expenditures with the help of the office manager
- Analyzed and organized project specifications for informed presentations
- Screened and prioritized phone calls and emails to the department
- Managed plans for a variety of assigned activities regarding off-site meetings, workshops, and other events as needed
- Prepared report and contract-bid summary documentation to company standards for easy referral

### Project Experience

#### Digital Filing System 2022

- Created a simple and efficient way to digitize old and current files for organizations that are yet to go digital
- Created a digital archive of files that is easily accessible with employee login IDs

## Education

### Associates Degree in Business Administration- Loyola University Chicago

2019 – 2022

- GPA 3.7

### DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Data entry
- Microsoft Office
- Effective communication
- Problem-solving
- Training

## Licenses & Accreditations

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- Certified Bookkeeper, AIPB – 2021
- CPR, St.John's – 2020