[Your Full Name]

Office Administrator

[City, State] | [Phone] | [Email] | [LinkedIn or portfolio URL]

Professional Summary

[Your role] with [experience or training] in [specialty]. Skilled in [two relevant skills] with a record of [truthful achievement]. Seeking to contribute to [target role or team].

Core Skills

Scheduling, Microsoft Office, Excel, record keeping, customer service, communication

[Keep only skills you have and add relevant terms from your target job.]

Professional Experience

[Job title] | [Employer] | [City, State] | [Month Year to Month Year]

- Coordinated schedules for [number] staff while improving [result].
- Processed [number] records or requests per week with [accuracy].
- Introduced [workflow], saving [number] hours each month.

[Previous role, internship or relevant volunteer experience]

- [Your contribution, action and measurable outcome.]

Education

[Degree or qualification] | [Institution] | [City, State] | [Graduation year]

[Relevant coursework or honors if useful.]

Training and Achievements

[Relevant course or award] | [Provider] | [Year]

Include a specific process improvement or service achievement.