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| Michael Johnson | | |
| Summary  Results-driven Senior Administrative Clerk with over 10 years of experience in managing administrative functions within fast-paced environments. Expertise in optimizing processes and enhancing team productivity.  Work Experience  **Senior Administrative Clerk Mar 2016 – Present**  JKL Enterprises Los Angeles, CA   * Led a team of 5 administrative professionals, improving departmental efficiency by 30%. * Developed and implemented a new filing system, resulting in a 50% reduction in document retrieval time.   **Administrative Supervisor Jan 2012 – Feb 2016**  MNO Corporation Los Angeles, CA   * Oversaw daily office operations, managing a budget of $100,000 and reducing costs by 15%. * Implemented training programs for staff, increasing productivity by 25%.   Education Bachelor of Science: Business Administration Jan 2011 *University of Southern California**Los Angeles, CA*  certifications   * Project Management Professional (PMP) – PMI – 2018 | Contact  (555) 123-4567  michael.johnson@example.com  Los Angeles, CA 90001  Skills  Leadership  Project Management  Budgeting  Strategic Planning  Data Management  Vendor Relations  Communication  Advanced Microsoft Office Skills  Process Improvement |