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| Alex Johnson | | |
| Summary  Detail-oriented Operations Assistant with over 3 years of experience in streamlining processes and improving operational efficiency. Strong ability to manage multiple tasks while collaborating with cross-functional teams to achieve business objectives.  Work Experience  **Operations Assistant Mar 2021 – Present**  LMN Industries Chicago, IL   * Implemented process improvements that resulted in a 20% reduction in operational costs. * Coordinated logistics for events and meetings, ensuring timely execution and adherence to budget.   **Administrative Assistant Jun 2019 – Feb 2021**  DEF Solutions Chicago, IL   * Managed scheduling and office logistics, improving workflow efficiency by 30%. * Conducted data entry and maintained records, ensuring accuracy and confidentiality.   Education Bachelor of Science: Business Management Jan 2019 *DePaul University**Chicago, IL*  certifications   * Certified Administrative Professional (CAP) – IAAP – 2020 | Contact  (555) 987-6543  alex.johnson@example.com  Chicago, IL 60601  Skills  Process Improvement  Project Coordination  Data Analysis  Vendor Management  Microsoft Excel  Communication  Time Management  Customer Relations |