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| Alex Johnson |
| SummaryDetail-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.

EducationBachelor of Science: Business Management Jan 2019*DePaul University**Chicago, IL*certifications* Certified Administrative Professional (CAP) – IAAP – 2020
 | Contact(555) 987-6543alex.johnson@example.comChicago, IL 60601SkillsProcess ImprovementProject CoordinationData AnalysisVendor ManagementMicrosoft ExcelCommunicationTime ManagementCustomer Relations |