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| John Smith | | |
| Summary  Detail-oriented administrative professional with over 5 years of experience supporting executives and enhancing office productivity. Proven ability to manage multiple tasks effectively and maintain a high level of accuracy.  Work Experience  **Executive Secretary Feb 2020 – Present**  DEF Industries Chicago, IL   * Manage executive schedules and coordinate meetings, increasing time efficiency by 20%. * Prepare reports and presentations for board meetings, contributing to strategic planning.   **Office Coordinator Jul 2018 – Jan 2020**  GHI Solutions Chicago, IL   * Streamlined office operations by implementing new filing systems, reducing retrieval time by 30%. * Trained and supervised a team of interns, enhancing their skills in administrative tasks.   Education Associate Degree: Office Administration Jan 2018 *Chicago Community College**Chicago, IL*  certifications   * Certified Administrative Professional (CAP) – IAAP – 2021 | Contact  (555) 987-6543  john.smith@example.com  Chicago, IL 60601  Skills  Calendar Management  Document Preparation  Event Coordination  Office Management  Data Analysis  Customer Relations  Confidentiality  Problem Solving |