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| Sarah Thompson | | |
| Summary  Results-driven senior typist with over 10 years of experience in high-volume environments. Expertise in document preparation and a strong commitment to accuracy and efficiency.  Work Experience  **Lead Typist Jan 2018 – Present**  Premier Office Solutions Los Angeles, CA   * Spearheaded the transition to digital document management, resulting in a 40% reduction in paper usage. * Supervised a team of 10 typists, enhancing productivity through targeted training and development programs.   **Senior Administrative Assistant Jun 2012 – Dec 2017**  XYZ Corporation Los Angeles, CA   * Developed and implemented standardized typing procedures that improved accuracy rates by 25%. * Collaborated with cross-functional teams to ensure timely completion of projects.   Education Master of Business Administration Jan 2011 *University of Southern California**Los Angeles, CA*  certifications   * Certified Professional Secretary – IAAP – 2013 | Contact  (345) 678-9012  sarah.thompson@email.com  Los Angeles, CA 90001  Skills  Expert Typing Speed  Project Management  Advanced Document Formatting  Process Optimization  Team Leadership  Quality Assurance  Data Analysis  Client Relations  Strategic Planning  Technical Proficiency |