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| Sarah Thompson |
| SummaryResults-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.

EducationMaster of Business Administration Jan 2011*University of Southern California**Los Angeles, CA*certifications* Certified Professional Secretary – IAAP – 2013
 | Contact(345) 678-9012sarah.thompson@email.comLos Angeles, CA 90001SkillsExpert Typing SpeedProject ManagementAdvanced Document FormattingProcess OptimizationTeam LeadershipQuality AssuranceData AnalysisClient RelationsStrategic PlanningTechnical Proficiency |