

Sarah Mitchell

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PROFESSIONAL SUMMARY

Detailed-oriented administrative professional with 4 years of experience providing comprehensive support in government and corporate settings. Proficient in Microsoft Office Suite, QuickBooks, and customer service. Known for exceptional organizational skills and ability to manage multiple priorities.

EDUCATION

Associate of Arts in Business Administration
Springfield Community College, 2019

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), QuickBooks, Data Entry, Customer Service, Written Communication, Verbal Communication, Filing Systems, Calendar Management, Budget Tracking

WORK EXPERIENCE

Administrative Coordinator

County Health Department, January 2021 - Present
• Provide administrative support to department of 15 staff members
• Manage calendars and schedule meetings for department heads
• Process expense reports and purchase orders using QuickBooks
• Maintain filing systems and electronic records for patient documentation
• Answer multi-line phone system and direct calls to appropriate personnel

Office Assistant

Springfield Medical Group, May 2019 - December 2020
• Performed data entry and maintained patient records
• Provided customer service to patients and visitors
• Managed office supplies inventory and placed orders
• Created correspondence using Microsoft Word and Excel

CERTIFICATIONS

- Microsoft Office Specialist (MOS) - Excel, 2020