



Esme Jones

Veteran office administrator and Certified Administrative Professional with 10+years in the industry. Equipped with a strong work ethic and a knack for saving employers as much as 560,000 worth of time and money annually through the implementation of more efficient processes and smart accounting practices.

Professional Experience

Officer Administrator

Jefferson Oil & Fuel, Harvey, LA November 2017 - Present

- Promote a positive workplace by rewarding the staff's hard work and productivity by providing them with fun activities or treats on a bi-weekly basis
- Nominated for prestigious "Above The Call" Admin Award for by coworkers and management for providing exceptional customer service both with internal personnel and visitors
- Discovered an overlooked tax deduction that saved the company \$21,000
- Increased office productivity by applying my 95 words per minute typing speed to tasks

Business Office Administrator

Skyline Architects, New Orleans, LA June 2013 -October 2016

- Proofread and edited materials for Skyline's executive team using Microsoft Word track changes
- operated office equipment such as phones, scanners, fax machines, and copiers, and completed or arranged repairs when malfunctions occurred
- Prepared supply, printing, and other service requisitions
- Enrolled new staff members in the payroll, healthcare, and retirement systems

Office Administrator

Ninja Concrete Coatings, Saint Rose, LA July 2009 - May 2013

- Streamlined several office processes, which saved the department approximately 350 hours each year
- Maintained vendor paperwork, opened purchase orders, and paid invoices
- Prepared various budget reports
- Scheduled meetings for executives with current employees, prospective clients, and potential employees using Microsoft Outlook
- Handled administrative office duties for a fast-paced manufacturer

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Education

High School Diploma, Business and Industry Endorsement
Emerson High School Baton Rouge, LA
August 2005 - May 2009

Key Skills

- Problem-Solving
- Time Management
- Inventory
- Microsoft Teams
- Positive Client Relations
- Business Travel Coordination
- Copy Machine Repair
- QuickBooks
- 95 Words Per Minute Typing Score

Certifications

- ◆ Certified Administrative Professional, International Association of Administrative Professionals, 2015