

Arnold Jackson

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A Business Administrator with entry-level experience specializing in operations support, process improvement, accounts payable (AP), and office administration. Adept at identifying opportunities to enhance business operations and streamline workflows.

Key Skills

- ◆ Business Administration
- ◆ Payroll Processing
- ◆ Process Improvement
- ◆ Account Payables (AP)
- ◆ Account Receivables (AR)

Professional Experience

Business Administration Assistant

Cityline Physical Therapy, Pittsburgh, PA f May 2021 - Present

- ◆ Deliver office administration and business operations support to the accounting department for a physical therapy practice, including managing scheduling for patient appointments and team meetings
- ◆ Coordinate with the accounting team to identify opportunities to streamline the billing process and reduce data entry, resulting in a reduction of 15 work hours per week
- ◆ Support payroll processing valued at \$150K and interface with HR administrators to coordinate benefits and compensation for employees
- ◆ Purchase, order, and manage office supplies and equipment valued at \$20K

Sales Associate

GameStop, Pittsburgh, PA j June 2020 - May 2021

- ◆ Provided quality customer service for an electronic retail chain, maintained accurate inventory counts, processed sales transactions, and managed register
- ◆ Supported the store manager in organizing product shipments, developing floor displays, and maintaining operational workflows during high-volume business days

Education

Bachelor of Business Administration (B.B.A.)

University of Pittsburgh, Pittsburgh, PA September 2017 - May 2021

GPA: 3.7