

John Smith

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Summary

A bilingual, results-oriented Office Coordinator with 15 years of experience streamlining office processes in healthcare and specialized technical firms to improve communication, enhance customer service and manage costs.

Education

Northwest Chicago University
Bachelor's in supply chain management

Experience

Alpine Technologies, Director of Operations

Jul. 2019 – Current

- Manage four office locations and nine administrative staff across the Midwest
- Direct safety and regulatory compliance data entry, reports and filing
- Manage \$1.1 million annual facilities and office management budget and reduced office supply costs by 14%
- Automate client meeting scheduling and technical support requests

River Corporation, Senior Office Manager

Aug. 2015 – Jul. 2019

- Managed office operations for a work site with over 250 employees
- Executed the transition to electronic file storage, improving security and resulting in an annual savings of over \$26,000
- Implemented electronic badge access for enhanced building security

Healthworx, Office Manager

Jan. 2013 – Aug. 2015

- Automated appointment booking and reminders
- Managed daily schedule for physicians and nurses
- Received and screened all phone and email communication for the practice

Certifications

- Medical Billing and Coding

Skills

- Microsoft Word, Excel & Outlook
- Typing