**John Smith**

Chicago, IL | 771-555-0100 | jsmith@email.com

**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