

Chloe R. Johnson

Salt Lake City, UT | chloe.johnson@email.com | (801) 555-2854

Professional Summary

Diligent administrative assistant with 6 years' experience supporting business operations. Skilled at client communication, scheduling, and document management. Ready to expand skills into the sales profession.

Core Competencies

- Client Communication
 - Scheduling & Calendar
 - Document Prep
 - Office Software
 - Meeting Coordination
 - Reception/Front Desk
 - Filing Systems
 - Customer Follow-Up
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Professional Experience**Administrative Assistant**

Pinnacle Consulting | Salt Lake City, UT | Apr 2018 – Present

- Coordinated schedules for a team of 10 consultants
- Answered and routed client calls; maintained appointment logs
- Prepared proposals and presentations for new business meetings

Receptionist

WestEnd Legal | Salt Lake City, UT | May 2016 – Mar 2018

- Managed front desk and visitor sign-in
 - Handled basic customer inquiries
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Education

A.A.S. Office Management, Salt Lake Community College

Technical Skills

MS Office | Google Workspace

Languages

English (native)