



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 \$60,000 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

437 Normandy Lane, New Orleans, LA 70115
esmejones@example.com
(123) 456-7891

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