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| A person looking to the right |  | Jordan Ellis |
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| contact 123-456-7891jordanellis@email.comwww.personal-website.comLANGUAGESEnglishSpanishSKILLSOrganizational SkillsWritten & Verbal CommunicationOrganizational AbilityTime ManagementAttention to DetailCertificationsCertified Executive Administrative Professional (CEAP)Certified Office Manager (COM) |  |  | ProfileAdministrative professional with a well-rounded skill set in office management, communication, and data management. Eager to bring a diverse array of skills to a team where my analytical, organizational, and communication skills can enhance overall organizational effectiveness.EDUCATION HISTORYMaster’s in Business AdministrationUniversity of California | Jan 20XX - June 20XXGraduated with honors, earning recognition for academic excellence in accounting.WORK EXPERIENCEOffice Manager - Quick SolutionsLos Angeles, CA | Jul 20XX - Present* Orchestrate a myriad of office procedures to enhance productivity.
* Play a key role in decision-making processes, contributing to the success of organizational projects.

Executive Secretary - Power ProductionsLos Angeles, CA | Aug 20XX - Dec 20XX* Improved organizational workflows through the implementation of strategic administrative procedures.
* Facilitated communications and scheduled coordination, thereby improving overall operational workflow.
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