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| A person looking to the right | |  | Jordan  Ellis |
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| contact 123-456-7891  [jordanellis@email.com](mailto:jordanellis@email.com)  www.personal-website.com  LANGUAGES  English  Spanish  SKILLS  Organizational Skills  Written & Verbal Communication  Organizational Ability  Time Management  Attention to Detail  Certifications  Certified Executive Administrative Professional (CEAP)  Certified Office Manager (COM) |  |  | Profile Administrative 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 HISTORY Master’s in Business AdministrationUniversity of California | Jan 20XX - June 20XX Graduated with honors, earning recognition for academic excellence in accounting.  WORK EXPERIENCE Office 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. |