

SARAH SAMPLE

1234 Sample Street • Sample, State 12345 • (555) 555-1234 • sample@me.com

PROJECT COORDINATOR / ADMINISTRATIVE ASSISTANT / OFFICE MANAGER

Professional Representation ♦ Outstanding Communicator ♦ Customer Service Excellence

Engineering & Consulting / Real Estate Planning & Development / Retail & Hospitality

QUALIFICATIONS PROFILE

Highly motivated, solutions-focused professional with extensive experience and an impressive record of achievements within all levels of reception, administrative and customer service management across diverse industries. Combine sound time and resource management skills to implement strategic administrative and operational initiatives to enhance productivity, quality, customer service, and overall bottom-line performance.

- Exceptional interpersonal and communication skills with proficiency to promote confidence and build and maintain strong business relationships, while interfacing positively with people of diverse backgrounds.
- Ability to manage multiple tasks without compromise of quality or productivity.
- Sound organizational skills achieving results that surpass company goals and objectives.

CORE COMPETENCIES

- Executive & Administrative Support
- Project Planning & Coordination
- Database Creation & Management
- Customer Relationship Management
- Staff Training & Development
- Troubleshooting & Problem Resolution

SELECTED ACHIEVEMENTS

- ♦ **Played key administrative role in successful completion of maritime planning/engineering projects** for Sample Engineering Company. Created database that efficiently managed change orders and requests for payments for multimillion-dollar Port project.
- ♦ **Coordinated site development and rezone petitions for real estate development projects.** Prepared all application materials and maintained correspondence between Planning Development, government agencies, interested parties, and the petitioners. Finalized 2 Growth Management petitions in 30 days.
- ♦ **Increased revenues from \$1.8 million to \$2.3 million through strong focus on customer service,** visual merchandising, employee training, and promotional activities for publicly-held specialty retailer.
- ♦ **Trained 60% of current staff for high-volume restaurant concept.** Created new policies and procedures manual and developed visual training aids. Two time recipient of company's "Attitude" award.

EMPLOYMENT HISTORY

Trainer / Bartender, Sample Company, City, State - 2006 to 2008
Project Coordinator, Sample Company, City, State - 2004 to 2006
Assistant Manager, Sample Company, City, State - 2003 to 2004
Administrative Assistant, Sample Company, City, State - 2001 to 2003
Restaurant Manager, Sample Company, City, State - 1998 to 1999

EDUCATION AND DEVELOPMENT

BS Degree, Interdisciplinary Studies and Sociology, Any University, City, State
Notary Public, State of Florida

TECHNOLOGIES

MS Word ♦ MS Excel ♦ MS Outlook ♦ MS PowerPoint

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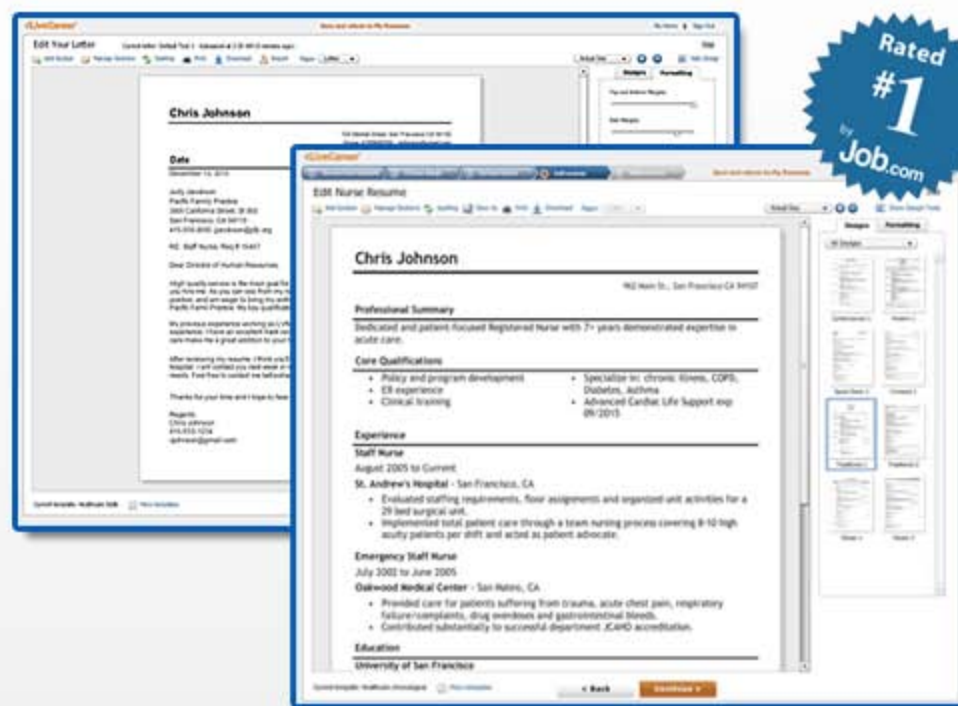
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