

HARPER LEWIS

Corporate Services Assistant

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PROFESSIONAL SUMMARY

Dynamic Corporate Services Assistant with 5 years of experience in providing exceptional administrative support and optimizing office operations. Skilled in project coordination, multi-tasking, and fostering communication across departments. Committed to driving organizational efficiency and enhancing team collaboration in a fast-paced corporate environment.

WORK EXPERIENCE

Corporate Services Assistant

Maple Leaf Consulting

📅 Apr / 2021-Ongoing

📍 Toronto, ON

1. Managed multi-line switchboard, ensuring efficient call routing and excellent customer service.
2. Welcomed and registered visitors, providing a professional first impression of the organization.
3. Performed general office duties, including faxing, emailing, and using copy machines effectively.
4. Coordinated mail handling for a staff of 50, ensuring timely distribution and organization.
5. Ordered and maintained office supplies for multiple branches, ensuring operational readiness.
6. Entered timekeeping data for various departments, maintaining accurate records daily.
7. Generated weekly rental utilization reports for management review, aiding in strategic decision-making.

Corporate Assistant

Summit Peak Industries

📅 Apr / 2020-Apr / 2021

📍 Denver, CO

1. Provided comprehensive office support, enhancing customer service interactions and HR management.
2. Managed incoming mail and deliveries, ensuring proper sorting and departmental distribution.
3. Produced corporate materials, maintaining brand consistency and quality in documentation.
4. Trained new staff on office protocols, fostering a culture of collaboration and efficiency.
5. Delivered high-level support to executives, improving operational workflow in a Class A high-rise setting.
6. Acted as the primary receptionist, effectively managing tenant inquiries and solutions.

EDUCATION

Bachelor of Business Administration

University of California

📅 Apr / 2019-Apr / 2020

📍 Denver, CO

Focused on business management and administrative practices.

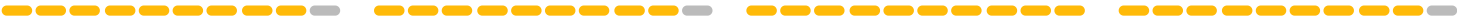
SKILLS

Office Management

Workflow Optimization

Strategic Planning

Stakeholder Engagement



ACHIEVEMENTS

- 🌟 Improved office supply management, reducing costs by 15% through effective vendor negotiation.
- 🌟 Streamlined communication processes, enhancing response times by 30% across departments.
- 🌟 Successfully coordinated a company-wide training program, increasing employee engagement by 25%.