



# SOPHIA BROWN

Floor coordinator

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📍 Los Angeles  
🌐 www.qwikresume.com

## PROFESSIONAL SUMMARY

Dynamic Floor Coordinator with over 5 years of experience in optimizing workflow and ensuring operational excellence in high-energy environments. Skilled in logistics management and process improvement, I have a track record of enhancing team performance and delivering superior service. I am driven to utilize my strong organizational and communication skills to elevate operational standards and foster a cohesive team culture.

## WORK EXPERIENCE

### Floor coordinator

Seaside Innovations

📅 Jan / 2022-Ongoing

📍 Santa Monica, CA

- Enhanced office organization by developing efficient filing and documentation systems, leading to a 30% reduction in retrieval time.
- Prepared comprehensive meeting minutes and professional proposals to support organizational objectives.
- Generated accurate quotes promptly for Sales Representatives, earning recognition for quality and efficiency.
- Ensured timely completion of all projects, thriving in high-pressure environments.
- Managed all incoming and outgoing communications for a busy sales office, improving response times significantly.
- Assisted across various administrative functions, including data entry and research, to support overall team productivity.
- Maintained procedural processes that minimized redundancy and enhanced accuracy, contributing to organizational goals.

### Floor coordinator

Lakeside Apparel Co

📅 Jan / 2020-Jan / 2022

📍 Chicago, IL

- Executed daily operations in a legal office, ensuring efficient document management and communication.
- Collaborated with healthcare professionals to streamline patient care processes.
- Handled high volumes of calls and patient paperwork, demonstrating strong organizational skills.
- Developed software solutions to enhance workflow for nursing staff.
- Conducted inventory management to ensure accurate tracking of supplies.

## EDUCATION

### Bachelor of Science in Business Administration

University of Illinois

📅 Jan / 2018 Jan / 2020

📍 Seattle, WA

Focused on management principles and operational efficiency.

## SKILLS

Client Relationship Management



Multi-tasking



Adaptability



Technical Skills



Report Generation



## INTERESTS

🎧 Podcasts

🌐 Language Learning

🎵 Dancing

🚴 Cycling

## STRENGTHS

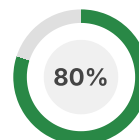
🔧 Intuition

👥 Leadership

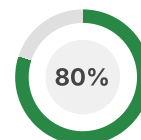
🔄 Listening

👤 Mentorship

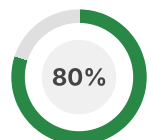
## LANGUAGES



English



Swahili



Italian

## ACHIEVEMENTS

🌟 Increased operational efficiency by 20% through the implementation of improved workflow protocols.

🌟 Achieved a 95% customer satisfaction rate by enhancing service delivery processes and team training.