

MASON WILSON Administrative Services Manager

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS



INTERESTS

Birdwatching



Sports Coaching Y Knitting

STRENGTHS









LANGUAGES





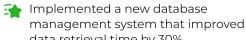


English

German

French

ACHIEVEMENTS



data retrieval time by 30%. Streamlined office operations,

resulting in a 20% reduction in overhead costs.

PROFESSIONAL SUMMARY

Accomplished Administrative Services Manager with 5 years of experience in optimizing operational workflows and enhancing team productivity. Proven expertise in managing administrative functions, implementing process improvements, and ensuring compliance. Committed to fostering a culture of excellence that drives organizational success and meets strategic objectives.

WORK EXPERIENCE

Administrative Services Manager

Apr/2021-Ongoing

Maple Leaf Consulting

Toronto, ON

- 1. Coordinated and oversaw multiple administrative projects, ensuring timely completion and quality outcomes.
- 2. Conducted budget reviews and prepared financial forecasts to maintain operational efficiency.
- 3. Managed and maintained various industry-specific databases, ensuring data accuracy and compliance.
- 4. Supervised staffing and operational activities, enhancing client services and administrative support.
- 5. Facilitated the hiring process, from application reviews to onboarding candidates.
- 6. Identified and implemented process improvements that increased efficiency and service quality.
- 7. Handled additional responsibilities including filing freight claims and managing inventory for repairs.

Lead Administrator

Cactus Creek Solutions

耳 Phoenix, AZ

- 1. Managed a team of administrative professionals, driving performance and client engagement.
- 2. Served as primary administrative support to the Branch Manager, liaising with regional leadership.
- 3. Organized corporate events, enhancing team cohesion and client relationships.
- 4. Provided strategic direction and support to multiple recruiters and local businesses.
- 5. Ensured client satisfaction through effective communication and event management.
- 6. Oversaw the administrative and dispatch department, optimizing workflow.

EDUCATION

Bachelor of Business Administration

State University

耳 Phoenix, AZ

Focused on management principles, organizational behavior, and strategic planning.