



# WILLIAM PEREZ

## Jr. Office Automation Assistant

✉ support@qwikresume.com  
☎ (123) 456 7899  
📍 Los Angeles  
🌐 www.qwikresume.com

### SKILLS

Proficient In Microsoft Office Suite



Data Entry



Microsoft Office Suite



Email Management



Document Preparation



### INTERESTS

- 👤 Community Service
- 🦋 Wildlife Conservation
- 📖 Reading
- 🏆 Sports Coaching

### STRENGTHS

- 💡 Innovation
- ✅ Accountability
- 📌 Stability
- 🔗 Pragmatism

### LANGUAGES



### ACHIEVEMENTS

- 🌟 Streamlined data entry processes, reducing errors by 25%.
- 🌟 Improved document retrieval times by 30% through effective management systems.

### PROFESSIONAL SUMMARY

With a decade of experience in office automation and administrative support, I excel in enhancing operational workflows and utilizing advanced technology to streamline processes. My expertise in data management and document preparation ensures efficient office operations. I am dedicated to contributing to a collaborative environment that prioritizes innovation and productivity.

### WORK EXPERIENCE

#### Jr. Office Automation Assistant

📅 Jun / 2019-Ongoing  
📍 Denver, CO

WidgetWorks Inc.

1. Utilized Microsoft Office Suite and various web applications for data management and office tasks.
2. Prepared travel orders and maintained a comprehensive database of travel expenses.
3. Processed contractor invoices and ensured accurate data entry into the CCASS system.
4. Provided administrative support to the Resource Management Division, enhancing office efficiency.
5. Directed complex inquiries to appropriate staff, utilizing knowledge of web-based applications.
6. Assisted the budget team with financial documentation and analysis, ensuring compliance.
7. Reviewed and created budget documents and spreadsheets, maintaining transaction accuracy.

#### Office Automation Assistant

📅 Jun / 2015-Jun / 2019  
📍 Chicago, IL

Lakeside Apparel Co

1. Welcomed clients with professionalism, ensuring a positive first impression.
2. Supported Soldiers and Veterans in accessing educational opportunities.
3. Assisted in evaluating funding requests, ensuring adequate justifications.
4. Maintained financial transaction registers for the budget office.
5. Input immunization data into the AHLTA medical system, maintaining confidentiality.
6. Ensured compliance with HIPAA regulations through regular training and adherence.

### EDUCATION

#### Associate of Science in Business Administration

📅 Jun / 2012 - Jun / 2015  
📍 Denver, CO

University of Phoenix

Focused on business principles and administrative skills.