

WILLIAM PEREZ Jr. Office Automation Assistant

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

SKILLS

Proficient In Microsoft Office Suite

OOOO

Data Entry
OOOO

Microsoft Office Suite
OOOO

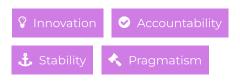
Email Management
OOO

Document Preparation

INTERESTS

- CommunityService
- Wildlife Conservation
- Reading
- Sports Coaching

STRENGTHS



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

WidgetWorks Inc.

- **耳** Denver, CO
- 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

Lakeside Apparel Co

∓ Chicago, IL

- 1. Welcomed clients with professionalism, ensuring a positive first impression.
- 2. Supported Soldiers and Veterans in accessing educational opportunities.
- ${\it 3.}~{\it Assisted}~in~evaluating~funding~requests, ensuring~adequate~justifications.$
- 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

University of Phoenix

耳 Denver, CO

Focused on business principles and administrative skills.