



EVELYN WHITE

Office Services Technician

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www.qwikresume.com

PROFESSIONAL SUMMARY

Highly skilled Office Services Technician with a decade of experience in optimizing administrative operations and enhancing office functionality. Expert in managing workflows, maintaining records, and fostering effective communication across teams. Focused on implementing efficient processes to drive productivity and create a collaborative work environment.

WORK EXPERIENCE

Office Services Technician
WidgetWorks Inc. Mar / 2019-Ongoing
Denver, CO

- 1. Streamlined administrative operations, enhancing workflow efficiency and accuracy in record-keeping.
- 2. Coordinated the delivery and management of health records, ensuring compliance with documentation standards.
- 3. Managed incoming communication, facilitating timely responses and appropriate message delivery.
- 4. Processed service requests for pharmacy and laboratory needs, improving operational response times.
- 5. Organized clinical documentation, ensuring accurate filing within patient health records.
- 6. Maintained logs and tracking systems in line with medical service policies.
- 7. Collected and reported key performance data to support operational improvements.

Office Technician
Lakeside Apparel Co Mar / 2015-Mar / 2019
Chicago, IL

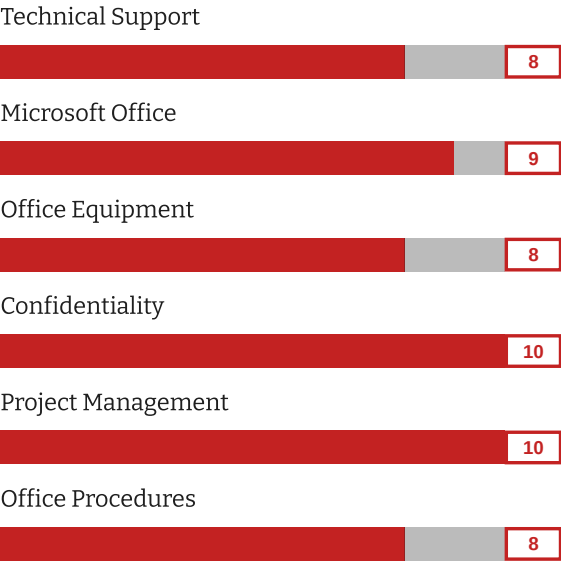
- 1. Oversaw daily student attendance, ensuring accurate record-keeping and accountability.
- 2. Facilitated student registration and transfers, streamlining administrative processes.
- 3. Provided parents with essential information regarding attendance and academic progress.
- 4. Managed incoming phone inquiries, ensuring prompt and accurate communication.
- 5. Executed office opening and closing procedures, maintaining a professional environment.
- 6. Performed various administrative tasks, including filing, memo preparation, and correspondence.

EDUCATION

Associate of Applied Science in Office Management
Springfield Community College Mar / 2012 - Mar / 2015
Portland, OR

Focused on administrative skills, office procedures, and management principles.

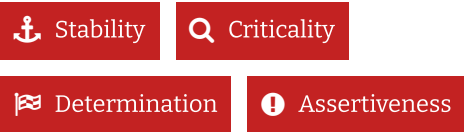
SKILLS



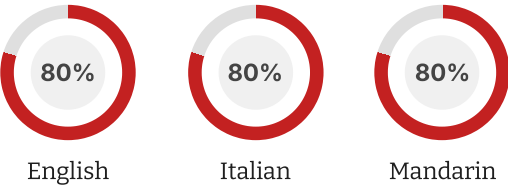
INTERESTS

- Music
- Running
- Gaming
- Martial Arts

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Improved office efficiency by 30% through the implementation of streamlined filing systems.
- Reduced supply costs by 15% by negotiating better vendor contracts.