



# AVA DAVIS

## Orientation Coordinator

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📍 Los Angeles  
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### PROFESSIONAL SUMMARY

A proactive Orientation Coordinator with two years of experience in creating and implementing effective onboarding programs. Possess strong communication and organizational skills to enhance new hire experiences and facilitate smooth transitions. Committed to collaborating with diverse teams and fostering an inclusive environment that promotes employee engagement and retention.

### WORK EXPERIENCE

#### Orientation Coordinator

📅 Mar / 2024-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Addressed inquiries and concerns of new hires throughout the orientation process.
2. Develop and maintain relationships with community partners for orientation.
3. Coordinated logistics for training activities and managed necessary equipment.
4. Maintained accurate records of new hire documentation, including compliance checks.
5. Acted as a liaison between the Office of Orientation and various departments.
6. Managed vendor communications and supply orders for orientation materials.
7. Engaged with incoming students and families regarding orientation schedules and resources.

#### Orientation Coordinator

📅 Mar / 2023-Mar / 2024

Silver Lake Enterprises

📍 Seattle, WA

1. Supervised over 400 first-year students during orientation week, ensuring smooth activities.
2. Led the development of training materials for new franchisees across the nation.
3. Conducted training sessions that adhered to federal and state regulations in the tax industry.
4. Enforced corporate policies related to franchise agreements and compliance.
5. Assisted in planning and executing the Fall New Student Orientation with the Director of Student Programs.
6. Performed administrative tasks including registration, financial tracking, and directory creation.

### EDUCATION

#### Bachelor of Arts in Communication

📅 Mar / 2022-Mar / 2023

University of Connecticut

📍 Phoenix, AZ

Focused on communication strategies and organizational behavior.

### SKILLS

Conflict Resolution

Effective Communication

Customer Relationship Management

Organizational Skills

Stakeholder Engagement

Motivational Skills

### INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

### STRENGTHS

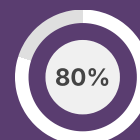
📦 Stewardship

👥 Teamwork

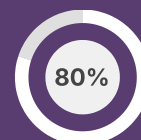
🔑 Tenacity

🔭 Vision

### LANGUAGES



English



Polish



Italian

### ACHIEVEMENTS

🌟 Designed a comprehensive onboarding program that improved new hire satisfaction scores by 30%.

🌟 Streamlined orientation logistics, reducing setup time by 25% and enhancing overall efficiency.