



HARPER LEWIS

Associate Staff Member

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Technical Support



Research Skills



Social Media Management



Event Planning



Budget Management



Customer Relationship Mgmt



INTERESTS

📖 Birdwatching 🏠 Traveling

🏋️ Sports Coaching 🧶 Knitting

STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

LANGUAGES



English



Mandarin



Polish

ACHIEVEMENTS

🌟 Streamlined filing systems, improving retrieval time by 30%.

🌟 Increased team efficiency by implementing new training protocols.

PROFESSIONAL SUMMARY

Proactive professional with 5 years of experience in operational support and team management. Expertise in enhancing workflows and optimizing service delivery to meet organizational objectives. Strong communicator adept at fostering collaboration within teams and addressing client needs effectively, eager to contribute to a dynamic work environment.

WORK EXPERIENCE

Associate Staff Member

📅 Mar / 2022-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Upgraded filing systems and improved management of accounts, resulting in a 30% increase in operational efficiency.
2. Supervised and trained security personnel, developing training manuals to enhance performance standards.
3. Managed day-to-day operations of a ten-member Infantry Squad, focusing on training and operational readiness.
4. Performed administrative tasks including document formatting, proofreading, and maintaining accurate personnel records.
5. Implemented process improvements that led to a more organized and efficient workflow.
6. Conducted performance evaluations and provided guidance to improve team productivity.
7. Collaborated with cross-functional teams to support strategic initiatives and achieve project goals.

Staff Member

📅 Mar / 2020-Mar / 2022

Summit Peak Industries

📍 Denver, CO

1. Ensured a clean and safe environment for children in daycare, enhancing overall facility standards.
2. Greeted members and guests, facilitating a welcoming atmosphere and efficient check-in procedures.
3. Engaged with children through educational activities, promoting social interaction and development.
4. Coordinated recreational events for elementary and middle school students, fostering teamwork and creativity.
5. Provided tutoring and homework assistance, supporting academic achievement post-school hours.
6. Developed and led art and reading sessions, enriching the learning experience for participants.

EDUCATION

Bachelor of Arts in Sociology

📅 Mar / 2018-Mar / 2020

University of California

📍 Denver, CO

Focused on social behavior and social structures, enhancing understanding of community dynamics.