

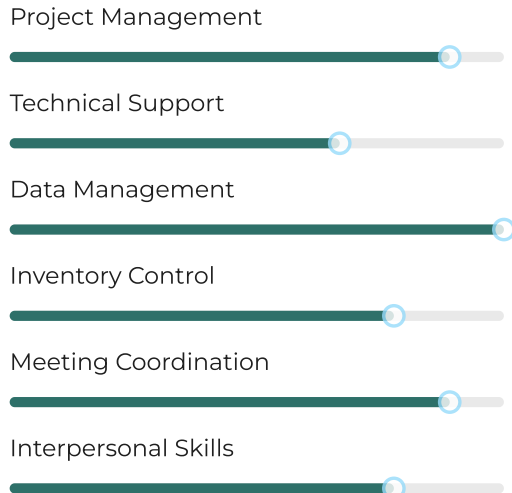


# MIA TAYLOR

Student Office Assistant/Team Lead

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

## SKILLS



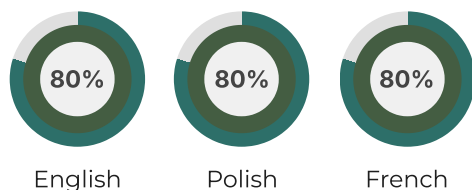
## INTERESTS

📖 Birdwatching 🧳 Traveling  
🏆 Sports Coaching 🧶 Knitting

## STRENGTHS

🔗 Pragmatism 🍃 Sensitivity  
💖 Sincerity 📌 Stability

## LANGUAGES



## ACHIEVEMENTS

- 🌟 Implemented a new filing system that improved document retrieval time by 30%.
- 🌟 Coordinated 10+ successful student engagement events, increasing participation by 25%.

## PROFESSIONAL SUMMARY

Seasoned Student Office Assistant/Team Lead with 7 years of experience delivering exceptional administrative support and enhancing student services. Proven expertise in managing confidential information, streamlining office workflows, and fostering collaboration among staff and students. Committed to creating an efficient, welcoming environment that promotes student success and satisfaction.

## WORK EXPERIENCE

**Student Office Assistant/Team Lead** 📅 Mar / 2020-Ongoing  
Maple Leaf Consulting 📍 Toronto, ON

1. Maintained and organized confidential office files and records, ensuring compliance with privacy regulations.
2. Reviewed and routed incoming correspondence, including mail and email, effectively prioritizing tasks.
3. Greeted guests and provided accurate information, directing them to the appropriate resources.
4. Managed student and faculty parking accounts, overseeing collections and inquiries.
5. Screened incoming calls, providing information or directing calls to the appropriate sources.
6. Coordinated logistics for lectures and events, ensuring all setups met departmental standards.
7. Assisted in reorganizing departmental folders, improving overall office efficiency.

**Student Office Assistant** 📅 Mar / 2018-Mar / 2020  
Silver Lake Enterprises 📍 Seattle, WA

1. Operated office machines, including photocopiers and scanners, ensuring efficient workflow.
2. Answered telephones, directed calls, and took messages with professionalism.
3. Managed inventory and ordered materials, supplies, and services as needed.
4. Delivered messages and ran errands, supporting office operations.
5. Compiled, copied, sorted, and filed records, maintaining an organized office environment.
6. Opened, sorted, and routed incoming mail, ensuring prompt response to correspondence.

## EDUCATION

**Bachelor of Arts in Communication** 📅 Mar / 2016-Mar / 2018  
University of Example 📍 Santa Monica, CA

Studied communication principles, focusing on organizational communication and public relations.