

NOAH WILLIAMS

Support Assistant

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


PROFESSIONAL SUMMARY

Dynamic Support Assistant with 7 years of diverse experience in administrative and client support roles. Proven ability to streamline operations, enhance communication, and maintain meticulous documentation. Eager to leverage expertise to contribute to a collaborative team environment and drive organizational success.

WORK EXPERIENCE

Support Assistant  Mar / 2020-Ongoing
Seaside Innovations  Santa Monica, CA

- 1. Managed multi-line phone systems, efficiently directing calls to appropriate departments.
- 2. Maintained secure storage for sensitive documents, ensuring compliance with confidentiality protocols.
- 3. Organized and prepared materials for staff meetings, enhancing operational readiness.
- 4. Accurately entered data into the Captiva database, improving tracking of copyright applications.
- 5. Operated copy machines and fax machines to facilitate document sharing and communication.
- 6. Coordinated with supervisors to schedule secure tests, ensuring timely appointment management.
- 7. Supported the Chief in compiling and preparing weekly reports, streamlining reporting processes.

Support Assistant  Mar / 2018-Mar / 2020
Lakeside Apparel Co  Chicago, IL

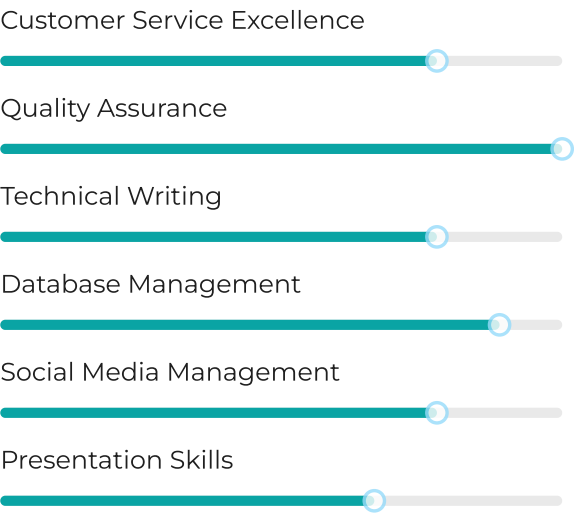
- 1. Developed and maintained efficient filing systems for documents across multiple departments.
- 2. Compiled documentation for audits, ensuring compliance and accuracy.
- 3. Performed data entry for shipping and receiving, expediting time-sensitive tasks.
- 4. Monitored purchase orders to ensure timely processing and supplier communication.
- 5. Managed secure disposal of confidential documents, adhering to company policies.
- 6. Served as a key liaison among internal teams and external vendors, improving workflow.

EDUCATION

Associate of Applied Science in Administrative Support  Mar / 2016 - Mar / 2018
Springfield Community College  Denver, CO

Focus on administrative processes, customer service, and office management.





SKILLS



INTERESTS

-  Gaming
-  Fashion
-  Film
-  Technology




STRENGTHS

-  Fairness
-  Flexibility
-  Forward-thinking
-  Gratitude

LANGUAGES



ACHIEVEMENTS

-  Implemented a new filing system that reduced document retrieval time by 30%.
-  Streamlined communication processes, improving response times by 25%.
-  Trained new staff on administrative procedures, enhancing team efficiency.