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# David Thompson

Organized and proactive Administrative Coordinator with over 8 years of experience in office coordination, scheduling, and process improvement. Skilled at streamlining operations to increase productivity and provide seamless support to staff and leadership teams.

## CONTACT



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LinkedIn | Portfolio



San Francisco, CA 94105

## EDUCATION

- Bachelor of Arts in Business Administration

University of California, San Francisco, CA | May 2015

## KEY SKILLS

- Office Coordination
- Calendar Management
- Process Improvement
- Employee Onboarding
- Team Collaboration

## PROFESSIONAL EXPERIENCE

**Administrative Coordinator** | GreenTech Solutions, San Francisco, CA  
January 2019 - Present

- Coordinate administrative tasks for a team of 20 employees, including scheduling meetings, maintaining office supplies, and overseeing office maintenance.
- Implemented a new scheduling system that reduced meeting coordination time by 25%.
- Assist HR with onboarding new employees and ensure that office procedures are well-documented and easy to follow.

**Office Coordinator** | Spark Innovations, San Francisco, CA  
August 2015 - December 2018

- Managed office operations, including calendar scheduling, meeting arrangements, and office inventory management.
- Assisted in preparing presentations, reports, and documentation for executive meetings.
- Supervised office assistants and provided training to ensure smooth office operations.