

LH

Location

Chicago, IL 60616

Phone

(312) 555-6789

Email

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Website

[Linkedin](#) | [portfolio](#)

Education

University of Chicago, Chicago, IL
May 2016
Bachelor of Science Business
Administration

Key Skills

- Office Coordination
- Multitasking
- Event Planning
- Inventory Management
- Team Support

Linda Harris

Detail-oriented and dependable Administrative Coordinator with over 4 years of experience providing high-level administrative support to office managers, executives, and project teams. Adept at multitasking and fostering efficient office operations while maintaining confidentiality and organization.

Professional Experience

Administrative Coordinator, BrightFuture Enterprises | Chicago, IL
February 2020 - Present

- Serve as the primary point of contact for office operations, managing schedules, documents, and communication for a team of 12 professionals.
- Coordinated logistics for company-wide meetings and events, increasing team participation by 15%.
- Supervised office supplies inventory, reducing unnecessary spending by 10%.
- Assisted HR department with onboarding and employee training, improving team integration.

Office Coordinator, Swift Solutions | Chicago, IL
July 2016 - January 2020

- Provided administrative support to a 10-person team, including organizing meetings and taking minutes.
- Handled the procurement of office supplies and maintained office cleanliness and organization.
- Developed new filing systems and streamlined office communications to reduce turnaround time on internal requests.