

PM

Paul Mitchell

CONTACT



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LinkedIn | Portfolio



Chicago, IL 60601

EDUCATION

**Associate of Arts in Business
Administration | Chicago
Community College, Chicago, IL |
May 2019**

KEY SKILLS

- Data Entry
- Schedule Management
- Customer Service
- Document Preparation
- Office Supplies Management

ABOUT ME

Motivated and detail-oriented Entry-Level Office Administrator with one year of experience providing administrative support in a fast-paced office environment. Skilled in managing schedules, preparing reports, and coordinating office activities.

PROFESSIONAL EXPERIENCE

OFFICE ASSISTANT | FASTTRACK SOLUTIONS, CHICAGO, IL
JUNE 2021 - PRESENT

- Provide general administrative support, including scheduling meetings, answering phones, and maintaining office files.
- Assist with data entry and preparation of reports for department heads.
- Coordinate office events and meetings, ensuring smooth logistics and a professional atmosphere.
- Handle office supply inventory and maintain cost-effective purchasing systems.

CUSTOMER SERVICE REPRESENTATIVE | RETAIL SOLUTIONS, CHICAGO, IL
JULY 2019 - MAY 2021

- Assisted customers with inquiries and provided information on products and services.
- Managed customer accounts, processed payments, and ensured all records were accurate.
- Handled customer complaints and ensured satisfaction, which contributed to a 95% customer retention rate.