



# Megan Phillips

## CONTACT



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LinkedIn | Portfolio



Miami, FL 33101

## EDUCATION

### **Bachelor of Arts in Business Administration**

University of Miami, Miami, FL  
May 2015

## KEY SKILLS

- Office Coordination
- Employee Onboarding
- Budget Management
- Scheduling
- Event Planning

## ABOUT ME

Organized and reliable Administrative Coordinator with 6 years of experience providing comprehensive administrative support. Proven track record of improving office processes, enhancing team collaboration, and overseeing the smooth operation of office activities.

## PROFESSIONAL EXPERIENCE

### **Administrative Coordinator | July 2018 - Present**

Global Tech Innovations, Miami, FL

- Coordinate and organize all administrative activities, including scheduling meetings, managing office budgets, and ordering supplies.
- Handle office correspondence and ensure timely communication between departments.
- Assist HR with onboarding new employees, improving the orientation process by streamlining paperwork.

### **Office Assistant | May 2015 - June 2018**

Dynamic Solutions, Miami, FL

- Provided administrative support for senior management and department heads.
- Scheduled meetings and travel arrangements, improving scheduling efficiency by 15%.
- Assisted with organizing office events and meetings, contributing to team-building efforts.