



LIAM HARRIS

ABOUT ME

Experienced Administrative Coordinator with over 5 years of experience supporting office managers and executives in both corporate and small business settings. Strong communicator skilled in organizing office operations and managing multi-faceted tasks to ensure smooth workflow.

CONTACT



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LinkedIn | Portfolio



Los Angeles, CA 90001

KEY SKILLS

- Event Coordination
- Vendor Relations
- Onboarding & Training Support
- Cost Control
- Multi-tasking

PROFESSIONAL EXPERIENCE

Administrative Coordinator

EverCore Solutions, Los Angeles, CA | March 2019 - Present

- Managed office supplies and equipment, consistently reducing costs by optimizing supply ordering and inventory.
- Coordinated office-wide events, including employee training and team-building sessions, improving employee engagement by 20%.
- Supported the HR department with onboarding, ensuring a seamless transition for new hires.
- Liaised with vendors and suppliers to secure the best prices for office equipment and services.

Office Assistant

Dynamic Systems, Los Angeles, CA | August 2016 - February 2019

- Assisted the office manager with day-to-day operations and coordinated administrative tasks such as document management and travel arrangements.
- Organized and maintained the filing system, making it easier for all team members to access important documents quickly.
- Managed incoming calls and directed inquiries to the appropriate departments, improving response time by 15%.

EDUCATION

Bachelor of Science in Office Administration

University of Southern California, Los Angeles, CA | May 2016