



JL

# Jessica Lee

Highly organized Office Administrator with 5 years of experience in office management, document processing, and providing superior administrative support to executives and teams. Proven ability to streamline operations, increase efficiency, and reduce costs through effective management.

## PROFESSIONAL EXPERIENCE

Office Administrator | March 2019 - Present  
Parkwood Consulting | New York, NY

- Provide administrative support to a team of 15 employees, ensuring smooth daily operations.
- Coordinate meetings, travel arrangements, and communication with clients.
- Maintain accurate filing and document management systems, reducing retrieval time by 20%.
- Processed over 500 invoices per year, managing accounts payable and receivable.
- Successfully led an office supplies audit, saving the company 10% annually.

Administrative Assistant | June 2016 - February 2019  
GreenTech Solutions | New York, NY

- Managed daily operations for a team of 12 engineers, including scheduling, billing, and project tracking.
- Collaborated with senior management to implement new office policies, improving workflow efficiency.
- Developed and maintained a digital filing system, reducing paper usage by 30%.

## CONTACT

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 LinkedIn | Portfolio

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## EDUCATION

- Bachelor of Science Business Administration  
May 2016  
University of New York, New York, NY

## KEY SKILLS

- Office Management
- Document Management
- Customer Service
- Scheduling and Calendar Management
- Cost Control