



Sophia Martinez

Office Production Assistant

Organized office production assistant with strong administrative skills

Professional with eight years of experience in office production environments, specializing in scheduling, document management, and vendor coordination.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

KEY SKILLS

- Calendar management
- Document organization
- Office supply procurement
- Team communication
- Vendor relations

EDUCATION

Bachelor of Arts in Business Administration
Georgia State University, Atlanta, GA
Present

PROFESSIONAL EXPERIENCE

- **Office Production Assistant, Media Hive Studios, Atlanta, GA**
February 2019 – Present
 - Scheduled meetings and managed calendars for a production team of 10, improving workflow efficiency by 15%
 - Coordinated with vendors to ensure timely delivery of office supplies and equipment
 - Maintained digital and physical document organization systems, streamlining project tracking
- **Administrative Assistant, Creative Hub, Atlanta, GA**
May 2017 – February 2019
 - Supported office operations by managing correspondence, preparing reports, and arranging travel for executives
 - Created and maintained expense tracking spreadsheets, reducing budget discrepancies by 20%
 - Assisted with hiring processes, including scheduling interviews and onboarding new employees