



Jamal Andersen

Office Coordinator

Organized and detail-focused office coordinator with 12 years of experience in administrative support, records maintenance, and report preparation using Microsoft Excel. Increased office efficiency by 17.1% by consolidating calendar management, supply ordering, and report distribution into a single weekly workflow across 5 departments. Skilled in staff training, confidential records handling, billing and invoice processing, and inventory tracking.

CONTACT INFORMATION



(715) 555-0132



jamal.andersen@example.com



Marshfield, WI 12345

EDUCATION

- AAS in Administrative Professional

Mid-State Technical College,
Wisconsin Rapids, WI | 2012 -
2014

KEY SKILLS

- Microsoft Excel
- Microsoft Outlook
- Microsoft Word
- Calendar and Schedule Management
- Records and Database Maintenance
- Inventory Tracking
- Confidential Records Handling
- Billing and Invoice Processing
- Report Preparation
- Staff Training

PROFESSIONAL EXPERIENCE

Office Coordinator | Northwind Prairie Financial Group, Marshfield, WI
2019 - Present

- Increased office efficiency by 17.1% by consolidating calendar management, supply ordering, and report distribution into a single weekly workflow across 5 departments.
- Prepare 17 reports per month in Microsoft Excel covering expense summaries, vendor payments, and staffing schedules for branch leadership.
- Maintain and update a mailing and database system of 4,260 client records, completing address verifications in batches of 85 each Wednesday.
- Train and mentor 3 junior clerks on filing protocols, invoice routing, and secure handling of confidential client correspondence.

Administrative Assistant | Chippewa Bend Engineering, Wausau, WI
2016 - 2019

- Supported 4 departments by managing work schedules, arranging appointments, and distributing project correspondence to 23 staff members.
- Compiled 11 reports per month tracking project milestones and travel expenses, delivering final drafts to department heads by the 5th of each month.
- Completed and mailed contracts, invoices, and checks for vendor accounts, processing an average of \$7,180 in outgoing payments per week.
- Updated inventory logs for 340 supply items using Microsoft Excel, reordering stock when quantities fell below preset thresholds to prevent 2-day delays.

Office Clerk | Rib Mountain Family Dentistry, Rib Mountain, WI
2014 - 2016

- Supported 3 departments by coordinating patient billing, supply orders, and front-office scheduling for a 6-provider dental practice.
- Prepared 8 reports per month summarizing patient volume, outstanding balances, and supply usage for the office manager.
- Managed calendars and arranged appointments for 6 providers, maintaining scheduling accuracy across 47 appointment slots per day.