Alex Example

Office coordinator

alex.example@example.com

Experience

2022 to now: Office coordinator
Ran the diary, the suppliers and the accounts of an office of twenty people.
2019 to 2022: Receptionist
Welcomed visitors, answered calls and booked meeting rooms.

Training

2019: Certificate in office administration, 120 hours

Skills

Diaries and scheduling
Bookkeeping
Spreadsheets and word processing