




# Ernesha Haselwood

## Administrative Coordinator

Results-driven Administrative Coordinator with 2 years of experience in streamlining office operations and providing exceptional support to management teams. Proficient in managing schedules, coordinating events, and handling correspondence. Demonstrated success in improving efficiency, enhancing communication, and ensuring seamless workflow. Adept at multitasking and adapting to fast-paced environments while maintaining a keen attention to detail.

[ernesha.haselwood@gmail.com](mailto:ernesha.haselwood@gmail.com)   
(176) 476-0434   
123 Maple Street, Detroit, MI   
48201

### Education

**Associate of Applied Science  
in Business Administration  
at Macomb Community  
College, Warren, MI**

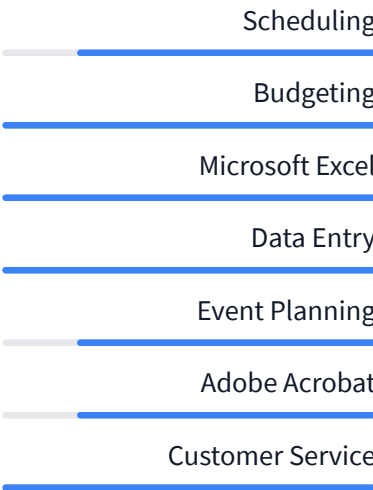
Sep 2016 - May 2021

Relevant Coursework: Business Communications, Principles of Management, Financial Accounting, Business Law, Marketing, Operations Management, Microeconomics, Macroeconomics, Human Resource Management, and Business Analytics.

### Links

[linkedin.com/in/erneshaHaselwood](https://www.linkedin.com/in/erneshaHaselwood)

### Skills



### Employment History

**Administrative Coordinator at Klaussner Home Furnishings, MI**  
May 2023 - Present

- Successfully streamlined office operations by implementing a new digital filing system, resulting in a 30% reduction in paperwork and a 20% increase in overall efficiency.
- Coordinated and executed a company-wide event for 150 employees, securing high-quality vendors, managing a \$10,000 budget, and achieving a 95% satisfaction rate among attendees.
- Spearheaded a cross-departmental project to consolidate and update the company contact database, leading to a 50% decrease in communication errors and a 25% improvement in response times.

**Assistant Administrative Coordinator at Bosch Group, MI**  
Jul 2021 - Apr 2023

- Successfully streamlined the documentation process for 150+ employees, resulting in a 30% reduction in paperwork and a 20% improvement in overall efficiency.
- Coordinated and managed logistics for over 50 company events and meetings, ensuring smooth operations and a 15% reduction in event-related expenses.
- Implemented an improved invoice tracking system, leading to a 25% decrease in late payments and a 10% increase in cost savings for Bosch Group, MI.

### Certificates

**Certified Administrative Professional (CAP)**  
Jul 2021

**International Association of Administrative Professionals (IAAP)  
Certification**  
Dec 2019

### Memberships

**International Association of Administrative Professionals (IAAP)**  
  
**Association of Executive and Administrative Professionals (AEAP)**