

Joycelin Oldmixon

Office Automation Clerk

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☎ (146) 303-5401

📍 123 Main Street, Boston, MA
02130

Education

**Associate of Applied Science
in Office Administration
at Middlesex Community
College, Bedford, MA**

Aug 2017 - May 2022

Relevant Coursework: Office
Management, Business
Communications, Administrative
Procedures, Computer
Applications, Accounting
Principles, Human Resources,
Customer Service, Records
Management, and Project
Management.

Links

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

Skills

Excel proficiency

PowerPoint creation

Word formatting

Outlook management

Adobe Acrobat

QuickBooks navigation

SharePoint utilization

Languages

English

French

Profile

Detail-oriented Office Automation Clerk with 1 year of experience in streamlining office processes and enhancing efficiency. Proficient in data entry, document management, and handling administrative tasks. Adept at using office automation tools to optimize workflow and ensure accurate record-keeping. Strong communication and organizational skills, committed to providing exceptional support to colleagues and management.

Employment History

Office Automation Clerk at Iron Mountain, MA

Mar 2023 - Present

- Successfully increased office efficiency by 30% through the implementation and management of an advanced office automation system, resulting in improved productivity and reduced manual work for staff.
- Streamlined document storage and retrieval processes, leading to a 25% reduction in time spent on searching for documents and a 20% decrease in lost or misplaced files.
- Trained and mentored 15 new employees in the use of office automation tools, leading to a 100% adoption rate and increased overall team performance.
- Implemented a new digital filing system that reduced paper usage by 40%, saving the company \$10,000 annually in printing costs and contributing to the company's sustainability goals.

Office Automation Assistant at Konica Minolta, MA

Jul 2022 - Feb 2023

- Successfully implemented a new office automation system, resulting in a 25% increase in overall productivity and a 15% reduction in operational costs within the first year.
- Streamlined document management processes, leading to a 30% decrease in paper consumption and a 20% reduction in printing costs.
- Facilitated the training of over 50 employees on new office automation software, leading to a 90% user adoption rate within six months of implementation.
- Collaborated with IT and management teams to identify and resolve more than 100 technical issues related to office automation systems, increasing system uptime by 10%.

Certificates

Microsoft Office Specialist (MOS) Certification

Sep 2021

**International Association of Administrative Professionals (IAAP) Certified
Administrative Professional (CAP)**

Aug 2020