

Jania Eckhard

Office Specialist

✉ jania.eckhard@gmail.com
☎ (747) 844-0420
📍 1234 Pine Street, Portland, ME 04101

EDUCATION

Associate of Applied Science in
Office Administration at Southern
Maine Community College, South
Portland, ME

Aug 2018 - May 2022

Relevant Coursework: Office
Management, Business
Communications, Keyboarding and
Document Processing, Administrative
Procedures, Computer Applications,
Bookkeeping, and Customer Service.

LINKS

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

SKILLS

- Excel proficiency
- PowerPoint creation
- QuickBooks management
- Adobe Acrobat editing
- Microsoft Word formatting
- Google Workspace navigation
- Salesforce administration

LANGUAGES

- English
- Hindi

HOBBIES

- Organizing and planning events
- Scrapbooking and crafting

PROFILE

Dedicated Office Specialist with 1 year of experience in providing exceptional administrative support and streamlining office operations. Adept at managing multiple tasks, maintaining accurate records, and fostering effective communication. Skilled in using office software and tools to increase productivity and enhance workplace efficiency. Committed to maintaining a high level of professionalism, confidentiality, and organizational skills to contribute to the success of the team.

EMPLOYMENT HISTORY

● Office Specialist at Maine Office Solutions, ME

May 2023 - Present

- Implemented a new filing system that increased document retrieval efficiency by 35% and reduced misplaced files by 20% within the first six months at Maine Office Solutions.
- Managed a team of 5 administrative staff, increasing overall productivity by 25% and reducing turnaround time for client inquiries by 40% within the first year.
- Streamlined office supply ordering process, resulting in a 15% cost reduction and 10% decrease in delivery time for essential items, positively impacting office operations.
- Successfully coordinated and executed 3 major company events, including a corporate retreat and two client appreciation events, with over 100 attendees each, receiving positive feedback from both employees and clients.

● Office Assistant at Downeast Office Products, ME

Jul 2022 - Mar 2023

- Successfully managed a high volume of over 300 client inquiries and orders per week, ensuring timely and accurate responses and a customer satisfaction rate of 95%.
- Streamlined office supply inventory management, reducing excess stock by 30% and saving the company \$10,000 annually on storage and purchasing costs.
- Implemented a new digital filing system for client records, increasing efficiency in locating documents by 40% and reducing time spent on administrative tasks by 20 hours per week.
- Coordinated and organized three annual company events with over 100 attendees each, resulting in increased employee morale, team collaboration, and positive feedback from both staff and management.

CERTIFICATES

Microsoft Office Specialist (MOS) Certification

Dec 2021

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

Sep 2020