

# Desa Caveny

Office Technician

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CO 80908

## EDUCATION

**Associate of Applied Science  
in Office Administration at  
Front Range Community College,  
Westminster, CO**  
Sep 2018 - May 2022  
Relevant Coursework: Office  
Management, Business  
Communications, Administrative  
Procedures, Records Management,  
Computer Applications, Accounting  
Principles, and Customer Service  
Strategies.

## LINKS

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

## SKILLS

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

## LANGUAGES

English  
German

## HOBBIES

## PROFILE

Dedicated Office Technician with 1 year of experience in providing efficient administrative support and managing daily office operations. Proficient in office software, data entry, and maintaining accurate records. Strong organizational, communication, and time management skills with a proven ability to multitask in fast-paced environments. Eager to contribute to team success and grow professionally.

## EMPLOYMENT HISTORY

- Office Technician at Denver Office Tech Solutions, CO**  
Mar 2023 - Present
  - Successfully managed and coordinated the schedules of 15 employees, resulting in a 20% increase in overall productivity and a 10% reduction in overtime costs.
  - Streamlined the office filing system, reducing document retrieval time by 30% and increasing overall efficiency in the workplace.
  - Implemented a new inventory management system for office supplies, leading to a 25% reduction in supply expenses and a 15% decrease in waste.
  - Spearheaded the transition to a paperless office, saving the company \$5,000 annually in printing costs and reducing the company's carbon footprint by 50%.
- Junior Office Technician at Colorado Springs Office Systems, CO**  
Aug 2022 - Jan 2023
  - Successfully managed and organized over 500 client files, resulting in a 20% increase in office efficiency and a 15% reduction in misplaced documents.
  - Streamlined the scheduling process for 10 employees, leading to a 25% decrease in scheduling conflicts and a 10% increase in overall team productivity.
  - Implemented a new inventory tracking system for office supplies, reducing costs by 30% and ensuring timely replenishment of essential items.

## CERTIFICATES

**Microsoft Office Specialist (MOS) Certification**  
Mar 2022

**International Association of Administrative Professionals (IAAP)  
Certified Administrative Professional (CAP)**  
Jan 2021

## MEMBERSHIPS

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