

Alex Morgan

Administrative Coordinator

Example City | alex.morgan@example.org

Illustrative resume - fictional candidate and employers

Summary

Administrative coordinator with experience scheduling meetings, maintaining office records and supporting purchasing. Comfortable organizing routine requests, checking documentation and keeping colleagues informed.

Experience

Administrative Coordinator | Example Services

January 2024 - September 2026

- Coordinated calendars for a three-person management team and prepared agendas for weekly staff meetings.
- Maintained a shared tracker for about 40 office-service requests per month and followed up with the assigned colleagues.
- Checked approximately 60 supplier invoices per month against purchase records and referred discrepancies to the finance team.
- Organized shared folders, meeting notes and routine office procedures so colleagues could find current information.

Office Assistant | Example Community Center

June 2022 - December 2023

- Scheduled room bookings and prepared attendance sheets for community workshops.
- Recorded supply requests, updated stock lists and prepared weekly order summaries for the office manager.
- Responded to routine enquiries and directed requests that needed specialist assistance.

Skills

Calendar coordination, meeting preparation, records management, invoice checking, purchase tracking and written communication.

Tools: Microsoft Word, Microsoft Excel, Outlook and Google Drive.

Education

Associate Degree in Business Administration | Example College

Completed May 2022