

Basic Professional Resume Template

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**www.careercenterbr.com/job-search/resumes-and-cover-letters.**

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**Office Administration • Sales Support • Project Coordination**

# Key Skills

* Data entry & reporting
* Proposal & Bid management
* Document management
* Accounts payable & basic bookkeeping
* Multi-line phone system
* Maintenance of office equipment
* Scheduling
* Research & information gathering
* MS Office Suite
* Adobe Professional

# Professional Experience

## Boudreaux & Sons Construction, Baton Rouge, LA 2018 – present

###  **Office Manager**

### Managed all aspects of office operations and facility maintenance

* Answered phones and greeted guests and clients
* Kept employee time records
* Prepared specifications, solicited bids, and approved subcontracts for building services
* Scheduled contractors for maintenance issues
* Increased percentage of positive customer reviews by installing new software system
* Resolved customer complaints properly and appropriately
* Followed up on delinquent customers and coordinated collection procedures

## Bayou Industries, Baton Rouge, LA 2011 – 2018

###  **Project Management Assistant** (Nov. 2014 – Nov. 2018)

* Assisted in tracking project costs and managed accounts payable
* Ordered and coordinated team communication devices, incl. cell phones, tablets, laptops
* Maintained project specifications and drawings
* Coordinated bid submissions
* Managed all administrative project requirements, incl. answering phones, greeting guests and vendors, scheduling

###  **Records Management Technician** (Jan. 2011 – Oct. 2014)

* Identified retention period for records
* Managed and tracked offsite storage and retrieval of documents
* Processed records for destruction
* Organized and implemented data backup processes

# Education and training

**Bachelor of Arts in Business**, Louisiana State University, Baton Rouge, LA