

# Jacqueline Lubis

Office Coordinator

## Profile

I am an experienced office coordinator with over 5 years of experience in the field. I have a proven track record of organizing and coordinating office operations and procedures, as well as providing administrative support to senior staff members. I am highly organized and efficient, with excellent time management skills. I am also proficient in Microsoft Office applications and have strong written and verbal communication skills.

## Employment History

### Office Coordinator at OfficeTeam, MO

Mar 2022 - Present

- Arranged and coordinated all travel for office of 12 people, domestic and international.
- Processed invoices for approval and payment.
- Maintained inventory of office supplies and equipment.
- Answered phones, directed calls, and took messages.
- Scheduled appointments and meetings.

### Office Assistant at Robert Half, MO

Jul 2017 - Jan 2022

- Answered and directed an average of 100 calls per day.
- Monitored and responded to email inquiries in a timely manner.
- Created and maintained filing systems, both electronic and paper-based.
- Entered data into spreadsheets and databases on a daily basis.
- Assisted with the preparation of presentations, reports, and other documents.

## Education

### High School Diploma at Parkway West High School, MO

Sep 2012 - May 2017

How to study for and take tests, how to do homework, time management, organizational skills, study skills, and test-taking strategies.

## Certificates

### Certified Administrative Professional (CAP)

Dec 2020

### Certified Office Manager (COM)

Oct 2019

## Memberships

American Society of Administrative Professionals

International Association of Administrative Professionals

## Details

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## Links

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

## Skills

Microsoft Office

Google Suite

Typing

Filing

Data Entry

Answering Phones

Scheduling

## Languages

English

Russian

## Hobbies

Organizing

Crafting

Reading