

CHENAY SUSOR

Office Coordinator

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(234) 430-1378

University Dr, Fairbanks, AK 99709



PROFILE

I am an Office Coordinator with over 5 years of experience. I have experience in managing office operations, coordinating events, and handling customer inquiries. I am a motivated self-starter who is able to work independently and take initiative when needed. I am also a team player who is always willing to lend a helping hand when needed.

LINKS

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

SKILLS

Microsoft Office



Google Suite



Typing



Filing




Data Entry



Answering Phones



Scheduling



LANGUAGES

English



Italian



HOBBIES

Organizing

Crafting

Reading

EMPLOYMENT HISTORY

● Office Coordinator at Spenard Builders Supply, AK

Apr 2022 - Present

- Successfully completed training for new office software, and then trained 5 other employees on how to use the software.
- Successfully organized and filed away 10 years worth of old paperwork from the office.
- Managed to keep the office organized and running smoothly despite staff turnover of 3 employees in 1 year.
- Put together a successful team building event for the office that boosted morale and increased productivity by 15%.
- Successfully negotiated with vendors to get a 10% discount on all office supplies for the next year.

● Office Assistant at Office Depot, AK

Sep 2017 - Feb 2022

- Answered and directed an average of 60 calls per day.
- Completed data entry for customer orders with a 99% accuracy rate.
- Organized and filed documents for the sales team, resulting in a more efficient work flow.
- Created monthly newsletters for the company website, increasing web traffic by 15%.
- Managed social media accounts for the company, gaining 100 new followers per week.

EDUCATION

High School Diploma at West Anchorage High School

Aug 2012 - May 2017

I have learned how to study for and take tests, how to do research, and how to write papers.

CERTIFICATES

Certified Administrative Professional (CAP)

Mar 2021

Certified Office Manager (COM)

Nov 2019

MEMBERSHIPS

American Society of Administrative Professionals

International Association of Administrative Professionals