

George Concklin

Office Coordinator

✉ george.concklin@gmail.com

☎ (937) 379-5278

📍 Elm Street, Philadelphia, PA 19103

EDUCATION

High School Diploma at Central High School, Philadelphia, PA

Sep 2012 - May 2017

I have learned how to manage my time, how to study for exams, and how to do research.

LINKS

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

SKILLS

Microsoft Office

Google Suite

Typing

Filing

Data Entry

Answering Phones

Scheduling

LANGUAGES

English

Dutch

HOBBIES

Organizing

Filing

Scheduling

PROFILE

I have over five years of experience as an Office Coordinator. In this role, I was responsible for managing the day-to-day operations of a busy office. This included overseeing office staff, handling customer inquiries, coordinating meetings and events, and maintaining office supplies. I am a highly organized individual with excellent time management skills. I am also proficient in Microsoft Office applications and QuickBooks.

EMPLOYMENT HISTORY

● Office Coordinator at The Home Depot, PA

Jun 2022 - Present

- Successfully completed an office move for a team of 12, including coordinating with movers, packing and unpacking all equipment and furniture, and setting up the new office space.
- Saved the company \$4,000 per year in supply costs by negotiating better pricing with vendors.
- Created a new filing system that increased efficiency by 30%.
- Received 97% positive responses in the quarterly staff survey for "overall satisfaction with office coordinator's performance".
- Was commended by the President of the company for managing a difficult customer situation diplomatically.

● Office Assistant at Lowe's, PA

Jul 2017 - Apr 2022

- Answered approximately 100 phone calls per day.
- Wrote and distributed approximately 50 emails per day.
- Created and maintained various spreadsheets and databases.
- Filed and retrieved documents as requested.
- Assisted with planning and executing company events.

CERTIFICATES

Certified Administrative Professional (CAP)

Dec 2020

Certified Office Manager (COM)

Nov 2019

MEMBERSHIPS

American Society of Administrative Professionals

International Association of Administrative Professionals