

Chris Jones

123 Somewhere Street ▪ Anytown, Ontario ▪ L1G 1Z1
905-555-5555 ▪ cjones@email.com

PROFILE

A proven effective Administrative Coordinator, Trainer, and Customer Service Representative with 12+ years professional experience seeks an Administrative Coordinator position with *Company ABC*.

HIGHLIGHTS OF QUALIFICATIONS

- Highly proficient with the use and instruction of Word, Excel, PowerPoint, WordPerfect, and Internet Applications
- Recognized for having strong time management skills – able to prioritize, handle multiple tasks simultaneously while meeting deadlines
- Consistently commended for being detail oriented, an analytical thinker and excelling in creative problem solving
- Excellent verbal, written, and electronic communication skills – able to effectively work with diverse internal / external customer groups
- Committed to a customer oriented approach to business – consistently exceeds customer expectations
- A flexible and adaptable individual who demonstrates a commitment to continuous learning and development
- A self-directed and highly motivated individual who is committed to the continuous achievement of organizational goals/objectives

PROFESSIONAL EXPERIENCE

Accounting Assistant / Customer Service Company XYZ	2005 – 2009
Executive Assistant / Customer Service Computer Systems Inc.	2003 – 2005
Administrative Support Work Inc. – Taxation	1999 - 2000

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EDUCATION & PROFESSIONAL DEVELOPMENT

- Office Administration Diploma – Durham College (4.6 GPA – Honour Roll)
- Practical Applications for Legal Software/Canadian Law – Durham College
- AS-400 Mainframe, Interpersonal Communication, Advanced Excel - 'In House' employee training programs
- Grade 12 Diploma

VOLUNTEER EXPERIENCE

- Computer Instructor for primary-aged students at local Public School
- March of Dimes and Canadian Cancer Society
- 'Special Friend' – Children's Aid Society

HOBBIES & INTERESTS

Photography ▪ Music ▪ World History ▪ Oil Painting

References and further information available upon request