
Elena Garcia

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01 PROFESSIONAL SUMMARY

Administrative coordinator experienced in calendar management, document preparation, records organization, customer communication, and dependable office support.

02 PROFESSIONAL EXPERIENCE

Administrative Coordinator · Evergreen Property Services 2021-Present

- Coordinate shared calendars, customer appointments, and recurring vendor schedules.
- Prepare standard documents and maintain organized electronic and paper records.
- Answer routine phone and email questions using current service information.
- Support meetings by preparing materials and recording documented follow-up items.

Office Assistant · Riverbend Community Center 2019-2021

- Updated appointment records and directed visitor questions to the appropriate staff member.
- Prepared information packets and maintained an orderly reception area.

03 CORE SKILLS

- Calendar coordination
- Document preparation
- Records management
- Microsoft Office
- Customer communication
- Meeting support

04 EDUCATION

A.A.S. Business Administration · Northbank Community College 2019