Brynn Fuji

**General Oﬃce Administrator**

[brynn.fuji@email.com](mailto:brynn.fuji@email.com) (123) 456-7890

Atlanta, GA

[LinkedIn](https://linkedin.com/)

**WORK EXPERIENCE**

# H&R Block

### General Oﬃce Administrator

Atlanta, GA | 2018 - current

Launched employee education classes, decreasing turnover by 14% Trained 9 interns, reducing time-to-productivity by 18%

Managed calendar for 3 supervisors and 9 employees

Responded to 25+ calls per shift to answer inquiries, schedule appointments, and transfer calls to appropriate departments

# Dermatology Solutions Group

### General Oﬃce Administrator

Atlanta, GA | 2014 - 2018

Coordinated calendars for 28 staﬀ members, including scheduling meetings, events, paid vacation, and business trips

Negotiated contracts and managed documentation for 5+ vendors for specialized yearly company events

Administered payroll for 12 employees with 96% accuracy Organized and restocked inventory, improving productivity by 16%

# Pearl 8 Creations

### General Oﬃce Administrator

Atlanta, GA | 2010 - 2014

Managed oﬃce documentation, decreasing errors by 39% and the mean-time-to-resolve by 48%

Reviewed onboarding procedures, updated documentation, and modiﬁed training policies to adhere to state requirements

Resolved client concerns within 14 minutes, increasing customer satisfaction by 21%

Developed monthly budgets, allocated funds to 7 departments, and created monthly reports on oﬃce expenditures

# Compass

### Oﬃce Assistant

Atlanta, GA | 2008 - 2010

Greeted and assisted 45+ customers per day

Received and directed 20+ calls per shift to appropriate staﬀ members, reducing the mean-time-to-resolve by 32%

Maintained oﬃce calendars for 19 staﬀ members

Conducted minor repairs for printers, copiers, fax machines, and telephones, reducing maintenance costs by 12%

**SKILLS**

Collaboration Record Keeping Accounting

Microsoft Oﬃce Prioritization ERP

Quickbooks

Database Management

Interpersonal Communication

Customer Service

## EDUCATION

**High school diploma** South Atlanta High School 2004 - 2008

Atlanta, GA