

# Lyndia Dughi

Office Administrator

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## Education

### Associate's Degree at University of Florida, Gainesville, FL

Aug 2014 - May 2019

Geared towards developing proficiencies in organization, office administration, customer service, and using computer applications.

## Links

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

## Skills

Organization

Time management

Filing and data organization

Correspondence handling

Calendar management

Meeting coordination

Arranging travel

## Languages

English

Indonesian

## Profile

Detail-oriented and proactive professional with 4+ years of experience as an office administrator in a corporate setting. Proven ability to manage multiple projects simultaneously while maintaining strict attention to detail. Have successfully streamline office operations, reducing overall costs by 15%. Recognized for being highly organized and efficient; always able to complete tasks ahead of schedule. Excellent communication skills with the ability to interact professionally with all levels of management and staff.

## Employment History

### Senior Office Administrator at XYZ Company in California

Apr 2022 - Present

- Managed and organized the daily operations of a busy office with 12 staff members.
- Implemented new procedures that increased efficiency and productivity by 20%.
- Reduced expenses by 10% through effective vendor management and cost-cutting measures.
- Handled all customer inquiries promptly and professionally, resulting in a satisfaction rating of 98%.
- Coordinated promotional events that generated 30% more sales than the previous year's campaign

### Office Administrator at ABC Corporation in New York

Jul 2019 - Mar 2022

- Answer and direct phone calls promptly with a friendly attitude
- Keep the office organized and clean at all times
- Greet visitors and clients professionally
- Handle incoming and outgoing mail daily
- Maintain supplies inventory, order new supplies as needed

## Certificates

### MCSE: Microsoft Certified Solutions Expert

Dec 2020

### CCNA: Cisco Certified Network Associate

Jan 2019

### CompTIA A+ Certification

Aug 2017