

Jordan Lee

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Summary

Administrative professional with 5 years of experience supporting operations teams, managers, and clients. Known for organized records, dependable follow-through, and clear written communication in busy shared offices.

Core Skills

Office systems: Microsoft 365 (Outlook, Excel, Word, Teams), Google Workspace, SharePoint, DocuSign

Operations: Calendar management, meeting coordination, records management, data entry, purchase orders

Communication: Customer service, vendor follow-up, minute taking, professional correspondence

Experience

Administrative Assistant, Harbourline Services – Surrey, BC Jan 2022 – present

- Coordinate calendars, meeting materials, and action items for a 14-person operations team and two managers.
- Rebuilt the shared intake log in Excel so staff can see request owner, status, and missing information at a glance.
- Prepare client letters, quotes, and routine reports; follow up with vendors and clients when details are incomplete.
- Trained two new coordinators on filing standards, scheduling tools, and front-desk procedures.

Office Support Coordinator, Cedar Point Community Services – New Westminster, BC Mar 2020 – Dec 2021

- Handled reception, appointment scheduling, and phone and email inquiries for roughly 60 clients per day.
- Standardized folder structure and file naming for shared drives, making documents easier for staff to locate.
- Tracked office supplies and placed monthly orders within the approved budget.

Education

Douglas College, Certificate in Office Administration – New Westminster, BC Sept 2019 – Apr 2020

Additional Information

Languages: English (fluent), Korean (conversational)

Certifications: Standard First Aid with CPR C