Alex Example

Fictional example. All names, employers, education, dates and figures are invented.

alex.example@example.com
Sample City
example.com/alex

Summary

Operations coordinator with experience in order entry, delivery follow-up and document checks. Worked with sales and warehouse colleagues to clarify missing information and maintain accurate records.

Experience

Jul 2023 - Oct 2026	Operations Coordinator Example Supply Ltd.

Checked order details and delivery dates for business customers.
Maintained an Excel order log and followed up with sales and warehouse colleagues when information was missing.
Documented open items at handover so the next coordinator could continue the follow-up.

Apr 2021 - Jun 2023	Administrative Assistant Example Services Ltd.

Entered order information and checked it against purchase orders.
Prepared delivery paperwork from approved templates and escalated discrepancies to the account coordinator.
Updated a shared procedure guide after reviewing changes with the team.

Education

BA in Business Administration
Example University, 2021

Skills

Excel: filters, SUM and IF
Word: business correspondence
Order entry, document checks and delivery follow-up

Replace the example with your own facts. Follow the employer's document requirements.