

Jordan Avery

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Fictional example for editing practice

Summary

Operations coordinator with experience maintaining weekly reporting and documenting team handoffs. Uses spreadsheet validation and clear process notes to help teams act on reliable information.

Experience

Operations Coordinator

Northlake Service Studio | March 2023 to Present

- Consolidated four weekly status files into one tracker and documented refresh steps for six coordinators.
- Checked missing dates and duplicate records before the weekly operations review; logged corrections for follow-up.
- Wrote a recurring-request handoff checklist and trained two new coordinators to use it.

Service Support Associate

Pinebridge Community Services | July 2020 to February 2023

- Maintained request records and checked resolution notes before monthly reporting.
- Prepared weekly workload summaries and flagged incomplete source records for the process owner.

Education

Bachelor of Science in Business Administration

Fictional Western Plains College | May 2020

Skills

Spreadsheet validation, pivot tables, SQL basics, reporting documentation, process mapping and team handoffs.