



Julian Bridges

Senior Administrative Coordinator

☎ (720) 555-1846 ✉ julian.bridges@example.com

🌐 linkedin.com/example/julianbridges 📍 Aurora, CO 80012

STRENGTHS

- ♥ **Constituent care**
A difficult inquiry became manageable after careful listening, clear routing, and steady follow up through Salesforce.
- 📅 **Calendar coordination**
Competing room requests stayed orderly through visible priorities, timely changes, and practical communication with staff.
- ♥ **Accessible writing**
Accessible formatting became part of each document review, helping readers receive clear letters and briefing materials.
- ⚙️ **Office readiness**
Small supply, copier, and reception issues were handled early, so shared spaces stayed prepared for visitors.
- 🔒 **Confidential service**
Sensitive questions received discreet attention, with information shared carefully and cases routed through proper channels.

SKILLS

Executive Scheduling

Office Administration

Constituent Services Salesforce

Customer Service

Digital Accessibility

Document Remediation

Correspondence Event Scheduling

Confidential Information Research

Brief Writing

Employee Engagement

SUMMARY

Administrative and constituent services professional with five years of experience supporting **public sector** and community facing offices. Coordinates executive calendars, **conference rooms**, public events, reception coverage, vehicle reservations, supplies, and shared **office operations** with calm attention to competing priorities. Maintains Salesforce constituent records, routes inquiries, protects confidential information, and helps residents reach appropriate resources. Produces **recognition letters**, proclamations, briefs, research notes, internal announcements, newsletters, and accessible documents with careful proofreading and basic remediation. Supports employee surveys, staff events, printers, copiers, and front office readiness while building productive relationships with executives, agencies, colleagues, visitors, and constituents. Independent judgment, responsive communication, and dependable follow through support clear service and orderly daily operations.

EXPERIENCE

Senior Administrative Coordinator

Summit Civic Administration 📅 July 2024 to Present 📍 Aurora, CO

Leads front **office administration** for a civic services operation, supporting executive calendars, constituent response, correspondence, accessible documents, staff communications, supplies, facilities, and **employee engagement**.

- Coordinated **executive** calendars and conference rooms, keeping competing public meeting requests visible and orderly.
- Triaged constituent inquiries through Salesforce, connecting sensitive cases with appropriate program resources and **follow up**.
- Drafted recognition letters and briefing notes, applying accessibility checks and basic **document remediation** practices.
- Managed supplies, copiers, **reception** standards, and vendor requests, keeping shared office operations ready.
- Produced employee surveys, staff events, and monthly newsletters, turning updates into accessible internal communications.

Administrative Services Specialist

Front Range Community Services 📅 March 2023 to June 2024 📍 Lakewood, CO

Supported a public facing community services office through reception, scheduling, constituent records, accessible correspondence, event logistics, vehicle coordination, supplies, and routine office technology support.

- Managed reception coverage and telephone inquiries, giving visitors clear direction during busy service periods.
- Processed **meeting changes** and room logistics, protecting **confidential information** across manager calendars.
- Logged public comments in **Salesforce**, **routing** service cases with complete notes for reliable follow up.
- Prepared **recognition letters** and **research** summaries, using accessible formatting for community communications.
- Coordinated pooled vehicle reservations and event logistics, helping staff reach community meetings prepared.

Office Services Assistant

High Plains Municipal Services 📅 October 2021 to February 2023 📍 Centennial, CO

Supported municipal **office operations** through reception, visitor assistance, document preparation, intern coverage, room reservations, public event coordination, supplies, equipment troubleshooting, and internal communications.

[Internal Newsletters](#)

[Office Technology](#)

LANGUAGES

English

Native

Spanish

Intermediate

MY CAREER

0
MONTHS

- Supported **reception** and phone coverage, helping visitors understand municipal services and next steps.
- Organized intern coverage schedules, closing front office gaps before daily opening.
- Researched constituent questions and prepared background notes, giving staff clearer information for responses.
- Tracked supplies and coordinated printer and copier troubleshooting, restoring routine office readiness.
- Recorded event reservations and cleanup requirements, helping public meetings run smoothly for staff and visitors.

PROJECTS

Accessible Correspondence Library 📅 2025

Created a reusable set of accessible recognition letters, briefing formats, research notes, and internal announcements for recurring civic communications.

Constituent Service Record Review 📅 2024

Reviewed Salesforce record practices and follow up details, helping service teams maintain clearer routing and continuity across public inquiries.

LEADERSHIP & AWARDS

- Recognized by civic administration colleagues for dependable front office coordination and calm handling of competing requests.
- Commended for clear accessible correspondence, careful Salesforce records, and respectful constituent service.

EDUCATION

Bachelor of Arts in Communication

Metropolitan State University of Denver 🎓 GPA: 0 📅 2021 📍 Denver, CO

Coursework: Professional writing, organizational communication, public relations, research methods

CERTIFICATIONS

- Salesforce Trailhead Administrative Basics 📅 2025
- Digital Accessibility Foundations Certificate 📅 2024

TECHNICAL SKILLS

- **Scheduling Systems:** Executive calendars, meeting requests, conference rooms
- **Constituent Records:** Salesforce, contact records, service routing
- **Accessible Documents:** Digital accessibility, document remediation, accessible formatting
- **Office Technology:** Printers, copiers, scanners
- **Correspondence Tools:** Recognition letters, proclamations, briefing notes
- **Event Coordination:** Public events, press conferences, room reservations
- **Communication Channels:** Telephone service, reception, newsletters
- **Records Management:** Comments, requests, follow up documentation
- **Supply Operations:** Paper inventory, coffee inventory, office supplies
- **Transportation Systems:** Government vehicles, pooled reservations, travel logistics
- **Research Methods:** Background research, research summaries, constituent questions
- **Employee Engagement:** Surveys, staff events, internal communications

PROFESSIONAL AFFILIATIONS

- Public sector administrative services, supporting shared standards for responsive constituent care.
- Community services collaboration, connecting office operations with practical resources for residents.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST