


Molie J



Operations Support Specialist | Organizational Backbone

Workplace Efficiency Catalyst

Dedicated professional ensuring seamless business operations through:

- ✓  Schedule Coordination - Precision calendar management
- ✓  Resource Logistics - Equipment and supply oversight
- ✓  Documentation Support - Report and presentation preparation
- ✓  Team Enablement - Cross-departmental coordination

Operational Support Pillars

Administrative Excellence

- Meeting and event coordination
- Travel and accommodation arrangements
- File and records management

Office Management

- Supply inventory control
- Facility service coordination
- New hire onboarding support

Communication Hub

- Internal memo distribution
- Stakeholder liaison services
- Departmental calendar synchronization

Performance Impact

Efficiency Gains

- 30% faster meeting scheduling
- 25% supply cost reduction



Process Improvement

- Implemented digital filing system (40% time savings)
- Developed standardized onboarding checklists

Service Quality

- 4.8/5 internal satisfaction rating
- 100% critical deadline adherence

Operational Toolkit

- Productivity: Microsoft 365, Google Workspace
- Scheduling: Calendly, Outlook
- Documentation: SharePoint, Confluence
- Procurement: Coupa, SAP Ariba

Service Philosophy

"Exceptional organizations run on unseen efforts. I take pride in being the calm, capable force that keeps the workplace flowing smoothly."