




Zoe Saufler

zsaufler@gmail.com 
(609)-235-6152 
zoe-saufler-0b5127150 

Profile

Proactive and detail-oriented Office Administrator with a proven ability to streamline processes and enhance operational efficiency. Skilled in communication, problem-solving, and time management, with a strong commitment to delivering exceptional customer service and ensuring seamless office operations. Eager to leverage organizational expertise and a results-driven approach to contribute to team success.

Skills

Microsoft Office, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Canva, Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Time Management, Organization, Problem-Solving, Attention to detail, Adaptability, Initiative, Teamwork

Experience

ClearCut DieWorks - Mount Laurel, NJ - September 2024 to March 2025

Administrative Assistant

- Responsible for Accounts Payable and Accounts Receivable digital ledgers.
- Organized vendor contact list with main contacts, order schedules, and frequently requested services.
- Streamlined interoffice communications between customer updates, the graphics department, and the manufacturing department.

Home Health Aide - Mount Laurel, NJ - June 2023 to September 2024

- Assisted a family member during a medical issue.
- Provided in-home support for running errands, cooking, and cleaning.

Medical Diagnostic Laboratories LLC - Hamilton, NJ - June 2020 to June 2023

Sample Management Assistant

- Received and catalogued medical diagnostic kits for healthcare-related testing.
- Documented patient details accurately with a zero-error rate, reducing miscommunications between billing, insurance, and doctor's offices.
- Provided basic maintenance to laboratory equipment such as scanners and freezers.

Education

Monmouth University

BFA Design and Animation with a concentration in Graphic and Interactive Design

Graduated Spring 2020

West Long Branch, NJ, 07764