

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn

Profile

- Office manager with more than seven years of experience delivering support for a staff of 130 in a Fortune 500 business. Proven history of implementing effective workflow strategies to boost office operational efficiency, reduce waste, and increase superior client satisfaction ratings by 63% within 12 months. Coordinates office supplies and services, ensuring uptime and decreasing vendor expenses by 25%. Administration certifications showcase commitment to continuous learning and career advancement.

Education

- Bachelor's of Science (B.S.) Business Administration | UNIVERSITY OF SANTA MONICA, Santa Monica, CA | September 2016 - June 2018
- Associate of Science (A.S.) Office Management | SANTA MONICA COLLEGE, Santa Monica, CA | August 2014- May 2016

Certifications

- Certified Manager (CM), Institute of Certified Professional Managers, 2017
- Project Management Professional (PMP), Project Management Institute, 2018

Key Skills

- Administration
- Budget management
- Client relations
- Cross-functional collaboration
- Facility management
- Microsoft Office
- Organizational management
- Performance evaluation
- Team leadership

Professional Experience

SENIOR OFFICE MANAGER | MICROSOFT, SEATTLE, WA | JANUARY 2020 - PRESENT

- Implemented a new office organization system that increased departmental efficiency by 25%
- Supervised a team of 20 administrative staff, ensuring seamless operations and meeting set deadlines
- Managed the ongoing maintenance and safety compliance of the office facilities, leading to a 40% decrease in repair costs

ASSISTANT OFFICE MANAGER | IBM, BOSTON, MA | MAY 2018 - DECEMBER 2019

- Assisted in the management of daily office operations, increasing workflow and productivity by 25%
- Participated in hiring processes, contributing to the recruitment of 15 top-tier administrative staff members
- Coordinated with external vendors for office supply procurement, optimizing inventory and reducing costs by 15%