

# Your Name

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

## Profile

- A seasoned office manager with eight years of experience managing operations in top-tier financial firms, including KPMG and Deloitte. Advanced proficiency in staff management, budget control, and financial planning. Known for implementing effective office systems to maximize efficiency, lead team success, improve office workflows, and create substantial cost savings. Holds certifications as a Microsoft Office Specialist (MOS) and Project Management Professional (PMP).

## Education

- Bachelor of Business Administration | UNIVERSITY OF MICHIGAN, Ann Arbor, MI | 2016

## Certifications

- Project Management Professional (PMP), Project Management Institute, 2018
- Microsoft Office Specialist (MOS), Microsoft, 2017

## Key Skills

- Budget management
- Proficiency in Microsoft Office Suite
- Financial management knowledge
- Overseeing office operations
- Staff management

## Professional Experience

### OFFICE MANAGER | DELOITTE, SACRAMENTO, CA | JUNE 2020 - PRESENT

- Implemented a new inventory management system which led to a 20% decrease in office supply over expenditure in the first quarter itself
- Managed a team of 15 administrative staff members, facilitating a harmonious workspace which improved team productivity by 30%
- Directed an efficient budget control system that reduced unnecessary expenditures by 25%, leading to significant cost savings

### ASSISTANT OFFICE MANAGER | KPMG, ANN ARBOR, MI | JUNE 2016 - MAY 2020

- Aided in the resolution of employee issues and office conflicts, resulting in an improved working environment with reduced staff turnover
- Coordinated smooth office operations, managing supplier liaison for stationery and equipment maintenance, leading to an effective work environment with minimal disruptions
- Assisted in the budget planning process, which resulted in significant improvement in budget allocation and financial efficiency