

Sarah Bennett

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Profile

An organized and detail-oriented assistant business manager with five years of experience supporting business operations and managing administrative tasks. Skilled in budget management, team coordination, and process improvement. Proven ability to enhance efficiency and support senior managers in achieving strategic goals.

Professional Experience

Assistant Business Manager, Amazon, Seattle, WA **March 2019 – Present**

- Managed budgets totaling \$2 million annually, implementing cost-saving measures that reduced expenses by 10%
- Coordinated schedules and resources for a team of 15, ensuring project deadlines were met consistently
- Assisted in creating quarterly performance reports for senior management, improving decision-making efficiency

Administrative Coordinator, Starbucks, Seattle, WA **June 2017 – February 2019**

- Oversaw office operations, including scheduling, supply management, and vendor coordination
- Collaborated with team leads to streamline administrative processes, increasing productivity by 15%
- Prepared financial summaries and forecasts for department leaders, enhancing budget tracking accuracy

Education

Bachelor of Business Administration (BBA)

UNIVERSITY OF WASHINGTON, Seattle, WA

Key Skills

- Budget management
- Resource coordination
- Administrative process improvement
- Team collaboration
- Financial reporting

Key Skills

- Certified Manager (CM), Institute of Certified Professional Managers | 2019