





# YALING ZHANG

A highly skilled business office manager with a strong background in business administration and management, holding degrees from Harvard Business School and Stanford University. Proven track record in supervising and coordinating office administrative procedures, establishing work priorities, and conducting budgeting and project planning analyses. Recognized for implementing new procedures that increased office efficiency by 30% and reduced operational costs by 20%, demonstrating strong leadership, financial management, and business operations and procedures knowledge.

## CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn
-  Seattle, WA 12345

## KEY SKILLS

- HR management
- Process redesign and improvement
- Team leadership and motivation

## EDUCATION

- MBA  
HARVARD BUSINESS SCHOOL,  
Boston, MA
- BS in Business Management  
STANFORD UNIVERSITY, Stanford,  
CA

## PROFESSIONAL EXPERIENCE

**BUSINESS OFFICE MANAGER | ROBERT HALF INTERNATIONAL, PHILADELPHIA, PA | JUNE 2017 TO PRESENT**

- Implemented new administrative procedures that increased office efficiency by 30%
- Managed a team of 15 office support staff, ensuring all deadlines were met and procedures followed
- Oversaw budgeting, contracting, and project planning, resulting in a 20% reduction in operational costs

**ASSISTANT OFFICE MANAGER | KELLY SERVICES, BOSTON, MA | MAY 2015 TO JUNE 2017**

- Assisted in coordinating office administrative procedures, contributing to an organized and efficient work environment
- Participated in establishing work priorities and delegating tasks to office support staff
- Helped conduct analyses and oversee administrative operations related to budgeting and project planning

## PROFESSIONAL DEVELOPMENT

- CM, Institute of Certified Professional Managers
- CBM, Association of Professionals in Business Management
- PMP, Project Management Institute