

YZ

Yaling Zhang

Business Office Manager

CONTACT



(123) 456-7890



email@example.com



LinkedIn



Seattle, WA 12345

EDUCATION

- **MBA**
Harvard Business School,
Boston, MA – Graduated May
2015
- **BS in Business Management**
Stanford University, Stanford, CA
– Graduated May 2011

KEY SKILLS

- HR Management
- Process Redesign and Improvement
- Team Leadership and Motivation

ABOUT ME

I am a skilled business office manager with an MBA from Harvard Business School and a BS in Business Management from Stanford University. I excel at supervising administrative procedures, coordinating teams, and managing budgets to increase office efficiency and reduce costs.

PROFESSIONAL EXPERIENCE

BUSINESS OFFICE MANAGER | ROBERT HALF INTERNATIONAL, PHILADELPHIA, PA

JUNE 2017 - PRESENT

- Implemented administrative procedures that increased office efficiency by 30%.
- Managed a team of 15 support staff to ensure deadlines were consistently met.
- Oversaw budgeting and project planning, reducing operational costs by 20%.

ASSISTANT OFFICE MANAGER | KELLY SERVICES, BOSTON, MA

MAY 2015 - JUNE 2017

- Coordinated office administrative procedures, enhancing organizational efficiency.
- Assisted in setting work priorities and delegating tasks.
- Contributed to budgeting and project planning efforts.

PROFESSIONAL DEVELOPMENT

- **CERTIFIED MANAGER (CM), INSTITUTE OF CERTIFIED PROFESSIONAL MANAGERS**
- **CBM, ASSOCIATION OF PROFESSIONALS IN BUSINESS MANAGEMENT**
- **PMP, PROJECT MANAGEMENT INSTITUTE**