

# [First Last Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

## PROFESSIONAL SUMMARY

Detail-oriented **[Office Manager]** with [X]+ years of experience overseeing daily office operations, administrative teams, and vendor relationships in fast-paced environments. Proven ability to streamline workflows, reduce operational costs, and implement standardized procedures that enhance productivity and employee satisfaction. Adept at managing calendars, facilities, and budgets while maintaining strict confidentiality and compliance with company policies. Known for strong interpersonal skills, proactive problem-solving, and a commitment to creating an organized, efficient, and welcoming workplace.

## PROFESSIONAL EXPERIENCE

### **[Office Manager]** | **[Mid-Sized Professional Services Firm]**

[Month Year] – Present | [City, State]

- Led day-to-day office operations for a [50+ person] team, including reception, facilities, and administrative support, improving overall office efficiency by [X%] through standardized procedures and checklists.
- Managed [office budget] of [\$X,000+] for supplies, equipment, and services; negotiated with vendors to reduce recurring costs by [X%] while maintaining service quality and timely delivery.
- Coordinated complex calendars, meetings, and travel arrangements for [C-level executives], optimizing schedules and reducing scheduling conflicts by implementing a shared calendar protocol in [Microsoft Outlook/Google Workspace].

### **[Administrative Coordinator]** | **[Growing Technology Company]**

[Month Year] – [Month Year] | [City, State]

- Supported daily administrative operations for a [30+ employee] office, including front-desk coverage, visitor management, and mail handling, ensuring a professional and organized environment for staff and clients.
- Maintained and updated digital and physical filing systems using [Microsoft SharePoint/Google Drive], improving document retrieval times and reducing misplaced records through consistent naming conventions and access controls.
- Assisted with onboarding of new hires by preparing workstations, coordinating access badges, and providing orientation materials, contributing to a smoother new employee experience and faster ramp-up times.

## EDUCATION

### **[Bachelor of Business Administration]** | **[Name of University]**

[Month Year] – [Month Year] | [City, State]

Relevant Coursework: [Office Management], [Business Communication], [Organizational Behavior], [Project Management]

### **[Office Administration Certificate]** | **[Community College or Training Institute]**

[Month Year] – [Month Year] | [City, State]

Focus: [Administrative Procedures], [Records Management], [Customer Service], [Computer Applications]

## SKILLS

### **Operational & Administrative**

- Office operations management** & facilities coordination
- Calendar management & meeting coordination
- Vendor management & contract coordination
- Records management & document control

### **Tools & Technology**

- Microsoft Office 365** (Word, Excel, PowerPoint, Outlook)
- [Google Workspace] (Gmail, Calendar, Drive, Docs, Sheets)

- [Office equipment]: printers, scanners, conference room A/V
- [Basic HR/Accounting systems]: [e.g., ADP, QuickBooks] (as applicable)

#### Communication & Leadership

- **Written and verbal communication**
- Stakeholder and vendor relationship management
- Team coordination & cross-functional collaboration
- Problem-solving, prioritization & time management

## SELECTED PROJECTS & ACHIEVEMENTS

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### [Office Process Standardization Initiative] | [Professional Services Firm]

[Month Year] – [Month Year]

- Developed and implemented standardized procedures for visitor check-in, mail distribution, and supply ordering, reducing processing time and improving consistency across the office.
- Created an internal [office handbook] and quick-reference guides for new and existing staff, decreasing onboarding time for administrative tasks and reducing repetitive inquiries to management.

### [Digital Filing & Archive Reorganization] | [Technology Company]

[Month Year] – [Month Year]

- Led a project to reorganize shared drives and physical archives, defining folder structures, naming conventions, and retention timelines aligned with company policies.
- Migrated legacy documents to a centralized digital repository in [SharePoint/Google Drive], improving accessibility for staff and reducing physical storage requirements in the office.