Office Manager Resume Sample

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Mrs. Jane Doe
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Objective: To obtain an office manager position in a fast-paced environment where my management skills and experience can streamline office policies and procedures to make a productive impact.

Skills

- Proficient in Microsoft Office Products, including Windows XP, MS Word, MS Excel, and MS Outlook.
- Experience managing multi-line telephone switchboard system
- Typing 90 WPM
- Team building experience
- Trained in OSHA compliance

Education

- Business Management Certificate, My College, 2001
  - Honors Society, 2000
  - Student Government Secretary, 1999-2001

Professional Experience

- Office Manager, Company 1

  Nowhere, CA 2006 - Present
  Managed an office of eight attorneys. Responsible for hiring and firing of support staff. Acted as liaison between attorneys and support staff. Coordinated meetings, managed calendars and made travel arrangements. Organized purchasing and supplies. Came in $1,000 under budget in 2003 and 2004.

- Office Manager, Company 2

  Nowhere, NY 2002 - 2006
  Managed an office of five executives. Made travel arrangements. Set up meetings and managed calendar. Coordinated staff hiring. Purchased office supplies and managed office budget.

- Administrative Assistant, Company 3

  Nowhere, NY 2001 - 2002
  Provided general secretarial duties to five executives. Answered phones. Streamlined the filing system for the office to improve access to information. Was promoted to office manager within one year of employment.