**Office Manager Resume Sample**

(xxx)-xxx-xxxx | [your@email.com](mailto:your@email.com) | 123 Your Address, City, State, Zip Code

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**CAREER OBJECTIVE**

Industrious Office Manager with 6 years of experience in managing and streamlining office operations. Aiming to apply my proven record of information management, scheduling, and strict adherence to company policies toward the office manager position at your organization. My B.A. in Business Administration and Certified Office Manager (COM) certification will allow me to immediately contribute to [target company] and help [target company] reach future milestones.

**PROFESSIONAL EXPERIENCE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

WATCHPOINT LABS, Dallas, TX May 2014 - Present

*Office Manager*

* Oversee the daily operations and schedules of over 95 employees
* Manage and maintain calendars for office executives
* Assist Human Resources in filing and processing the documentation of new hires
* Executed a plan to save $2,600 annually by changing office supply providers
* Liaise with clients, vendors, and building maintenance & security
* Spearheaded the move to a paperless system which saves the company $8,240 annually and frees up 15% of office space previously used for document storage
* Record and maintain employee & client information with strict adherence to privacy policies

ERICKSON DESIGN,Austin, TX June 2011 – April 2014

*Administrative Assistant II*

* Provided administrative support to an office of 47 employees
* Maintained detailed files of client accounts and company personnel
* Initiated the move to a cloud-based intraoffice communication system that increased employee efficiency by 7%
* Greeted clients and vendors with respect and hospitality
* Handled and managed sensitive information of more than 600 clients
* Helped onboard and train 2 new administrative assistants

**EDUCATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Bachelor of Arts in Business Administration, UNIVERSITY OF TEXAS, Austin, TX

May 2011

Certified Office Manager (COM) 2016

**ADDITIONAL SKILLS**

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* Proficient with CRM systems including BlackBaud: The Raiser’s Edge
* Expert with Microsoft Office Suite (Word, Excel, OneNote, Access, Publisher, Outlook)
* Great communication skills and unwavering integrity
* WPM: 85