

JOHN DOE

Dallas, TX 12345 • (555) 555-5555 • email@email.com

OFFICE MANAGER / EXECUTIVE ASSISTANT

AREAS OF EMPHASIS: EMPLOYEE MANAGEMENT, CREATING REPORTS, INVENTORY MANAGEMENT

Bilingual Office Manager and former Executive Assistant with more than 10 years of experience in office administration seeking a new opportunity. Extensive experience providing a variety of office administrative support duties including answering phones, managing calendars, creating reports, and assisting with human resources and accounts payable/receivable. Well-developed skills scheduling meetings, organizing travel schedules, executing events, and providing administrative support to executives and other business professionals. Dedicated leader with outstanding communication skills and a proven track record of success maintaining office equipment and inventory, managing complex files, and providing superb customer service to clients and customers. **Bilingual in English and Spanish.**

AREAS OF EXPERTISE

Office Administration
Organizing & Executing Meetings
Vendor Invoices & Statements

Creating Reports
Customer Service
Office Inventory Management

Calendar Management
Accounts Payable/Receivable
Receptionist Duties

PROFESSIONAL EXPERIENCE

ABC COMPANY, Dallas, TX

2014 – Present

Office Manager

- Managed daily and monthly tasks associated with ensuring the company office runs smoothly and efficiently, including answering and directing phone calls and emails, greeting guests, and distributing mail.
- Assisted the Accounting department by reconciling Accounts Payable/Accounts Receivable statements; contacted vendors for missing invoices/statements and with credit card payments.
- Conducted a monthly inventory for all breakroom and office supplies; ordered new supplies from vendors.
- Assisted the HR department with new hires, including translating for non-English-speaking applicants.
- Planned company events and coordinated catering services.
- Organized lunches for executive meetings and set up conference rooms.
- Created and modified Standard Operating Procedures, documents, and forms; maintained company-wide lists, such as the employee phone list.
- Received pay check stub distributions from HR and delivered pay checks to employee lockers.
- Ensured the breakroom and bathrooms were properly stocked and clean.

XYZ COMPANY, Houston, TX

2011 – 2014

Executive Assistant

- Coordinated travel arrangements and hotel reservations for the President and Executives.
- Planned meetings and schedules; managed leadership calendars.
- Managed administrative tasks, including answering and directing incoming calls, greeting guests, ordering office supplies, and coordinating lunches for executive meetings.
- Sorted and dated incoming mail.
- Supervised regular maintenance of all office equipment, such as fax machines and phones.
- Assisted with database management and upkeep; maintained paper and electronic filing systems.
- Composed and prepared confidential correspondence, reports, and other documents.

ABC COMPANY, San Antonio, TX

2008 – 2011

Executive Assistant

- Managed administration duties for the President, including scheduling appointments, maintaining a calendar, and coordinating travel arrangements.
- Greeted and assisted all visitors, ordered office supplies, distributed mail, and coordinated conference rooms.

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(Executive Assistant continued)

Assisted with database updates, maintained paper and electronic filing systems, and managed the maintenance of all office equipment, such as phone systems and videoconferencing.

- Assisted with the recruitment of new members for the association.

XYZ COMPANY, Houston, TX

2004 – 2008

Administrative Assistant

- Provided administrative support to the President and CEO of the company; managed the calendar, scheduled appointments, and coordinated travel arrangements.
- Performed receptionist duties, greeted and assisted visitors, coordinated meeting rooms, conducted inventory, ordered office supplies, and distributed mail.
- Assisted with updating the company database, maintained paper and electronic filing systems, responded to emails and letters, and managed the maintenance of all office electronic systems.
- Provided support for event planning and membership projects.

ABC COMPANY, Dallas, TX

2002 – 2004

Campaign Coordinator (contract position)

- Developed fundraising campaigns, including campaign coordination, analysis, and progress monitoring.
- Secured contributions through the recruitment of institutional and individual volunteers to participate in fundraising programs; developed long-term relationships with constituents.
- Coordinated marketing and promotional activities.
- Provided staff support for volunteers at all fundraising activities.

XYZ COMPANY, Dallas, TX

2009 – 2010

Verifications Specialist

- Assisted the Account Executives with the daily management of existing accounts.
- Verified client accounts receivable invoices; ensured compliance with company policies and procedures and reported results and discrepancies to senior management.
- Assisted clients with application processes and documentation submittal; answered client questions.

ABC COMPANY, Dallas, TX

2003 – 2009

Sales Associate

- Drove sales throughout the store, working primarily within the Children's Department; routinely exceeded aggressive sales goals.
- Shared knowledge of store products and services to build sales and minimize returns; recommended additional merchandise that complemented customer selections.
- Established and maintained customer relationships by delivering superior customer service.

EDUCATION

UNIVERSITY OF TEXAS, Austin, TX
Bachelor of Science Degree in Business Administration

COMPUTER SKILLS

Microsoft Office (Word, Excel, Outlook, PowerPoint)