

Tom Johnson

OFFICE MANAGER



SUMMARY

Exceptionally organized, detail-oriented, and self-directed office manager with over 5 years of experience and ability to perform several tasks concurrently with ease and professionalism looking for a job position in a reliable company.

SKILLS

- Excellent communication skills
- Analysis and Assessment
- Teamwork
- Process Improvement
- Supply Management
- Adaptability
- Coaching
- Delegation
- Problem Solving
- Planning and Organization
- Decision Making
- Time Management
- Attention to Detail
- Developing Standards
- Supervising
- Accuracy
- Judgment

EDUCATION

IKW University

BA in Hospitality and Guest Relations

CONTACT INFO

Mobile Phone: (123) 456 7890

Landline: (123) 456 7890

Email Address: hello@resumesbot.com

Home Address: 9436 Feather Street,
Santa Fe, New Mexico 87501

WORK BACKGROUND

Office Manager

KIPP Foundation | June 2018-June 2019

- Creation & distribution of access cards and name tags for new hires
- Meeting and event coordination and set up including managing catering ordering, delivery
- Receipt and distribution of mail/ packages
- Executing day to day administrative tasks
- Responsibility for all petty cash and credit card reconciliations
- Developed and implemented internal forms and procedures in accordance with agency guidelines
- Ensured office is kept clean and organized on a daily basis, and oversaw regular maintenance
- Conducted office sweeps, verified cleanliness of all common areas and conference rooms

Office Manager

Ziff Davis | May 2015-June 2018

- Management of desk moves & office floor plan
- Purchasing and management of office supplies and consumables to ensure consistent inventory while adhering to budget
- Assisting with the organization of team travel
- Dealing with employee purchase requests, ensuring adherence to group purchasing policies
- Provided and supported all administrative services including employee timesheet submissions, delivery and tracking of messages