

Client Name

Summary of Qualifications

As Office Manager, I provide competent, professional support that makes the office run seamlessly. Functioning in a confidential, consultative capacity with senior partners, I handle diverse responsibilities that include personnel administration, document review and fiscal oversight. I look at every office function as a process that I can improve so that management, colleagues and clients benefit from a well-run environment.

Professional Experience

Company Name

1996 – present

Office Manager

- Responsible for >\$1M in vendor and subcontractor payments
- Interview, hire, and train new employees
- Manage employee benefits planning and administration
- Create onboarding and training procedures
- Develop corporate Employee Manual
- Supervise personnel schedules, assigning workload and reviewing production
- Assist senior partners with commercial lease negotiation and contract preparation
- Prepare initial department budgets for review and is responsible for cash management

Company Name

1987 – 1995

Administrative Assistant

- Maintained employee manual to ensure up-to-date compliance
- Organized regional meetings for licensees and managers
- Maintained calendars and schedules for three regional managers
- Managed operational meetings with franchisees to provide assistance, problem resolution and recommendations

Education

The Katherine Gibbs School

Certificate in Business Studies

Software Skills

MS Office (proficient), Lotus Notes, ACT

Licensure

New York State Notary Public