**Samantha Edwards**

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123 street, 5th Avenue, MME

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**Objective**

Seeking an office manager position with ABC company in order to maximize efficiency of employees and stimulate growth of the company through proactive effort, excellent time management, and coordination skills.

**Profile**

Accomplished office manager with a proven ability to develop and implement time-management strategies that support business and financial objectives. Reduced operating budget by $10,000 in most recent job. Recognized as an expert in efficiency and data management. Respected team player focused on achieving company goals. Keep up to date with changes in the industry through continuing professional development (earned Project Management Professional certification).

**Skills**

* Office Management
* Teambuilding & Supervision
* Staff Development & Training
* Policies & Procedures Manuals
* Report & Document Preparation
* Spreadsheet & Database Creation
* Accounts Payable/Receivable
* Bookkeeping & Payroll
* Records Management
* Meeting & Event Planning
* Inventory Management
* Expense Reduction

**Professional Experience**

* Streamlining processes/Problem solving
* Developed efficiency-enhancing workflow/process improvements that made it possible to accommodate increasing responsibilities necessitated by staff reductions.
* Decreased expenditures 15% by implementing inventory controls and standardizing ordering procedures.
* Saved thousands of dollars in fees and improved the response-rates of direct marketing campaigns by bringing formerly outsourced mass-mailing function in-house.

**Employment History**

ABC Business – New York, NY

Administrative Assistant, 20XX to present

**Education**

EFG College – New York, NY

BA Communications, 20XX