**FUNCTIONAL RESUME**

Name

Contact info

**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, 2017 to present**

**EDUCATION**

EFG College – New York, NY

**BA Communications, 2016**