**OFFICE MANAGER RESUME SUMMARY**

Dynamic office manager with over 7 years of professional experience. Seeks to leverage top-notch managerial and organizational skills to boost efficiency at ABC Inc. Managed a team of 5 office assistants in a high-volume retail business. Grew the number of new contracts by 30% a year, and reduced lead times by 45%. Optimized office supplies spending and saved over $50,000 per year.