

Morgan Maylock

Office Manager

Morgan Maylock

123 Your Street
Columbus, OH 12345

123.456.7890
youremail@example.com

Objective

Team-driven office manager with 10 consecutive years of experience in leadership roles. Maxwell College alumni with a B.S. in Business Management. Efficient, tech-savvy professional with strong Adobe Photoshop, Canva and Microsoft Office skills.

Experience

Office Manager / T&C Construction Crew

APRIL 2014 - PRESENT, PHILADELPHIA, PA

- Oversee the daily functions of office staff, including members of the sales, marketing and production teams
- Create invoices, process payments and log sales in QuickBooks
- Provide biannual performance reviews and recommend salary increases for qualified staff
- Ensure OSHA compliance by creating and monitoring safety guidelines
- Assist administrative staff with clerical duties, including faxing and filing

Office Manager / Smile Bright Dental Office

JUNE 2009 - APRIL 2014, PHILADELPHIA, PA

- Maintained HIPAA compliance by implementing appropriate policies and training programs
- Verified insurance coverage and helped patients file appeals
- Implemented an online system for tracking dental symptoms and procedures that reduced the use of paper files
- Boosted workplace morale with incentive programs and awards
- Tracked patient satisfaction with surveys and graphed yearly trends to improve office performance

Education

Columbus State Community College / Bachelor's of Science in Business Management

SEPTEMBER 2005 - JUNE 2009, COLUMBUS, OH

Key Skills

-
- Efficient
 - 85 WPM
 - Microsoft Office Suite
 - OSHA compliant
 - Organized
 - Morale booster
 - Effective written and verbal communication skills

- Invoicing

Certifications

-
- Administrative Assistant Certification from the National Career Certification Board