

**David Smith**  
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## Profile

Experienced and educated office manager with over a decade of hands-on experience. Extensive office management over a wealth of industries with gradually increasing responsibilities. Experience in bookkeeping and accounting responsibilities as well as inventory management, scheduling and planning, and staff management.

## Professional Experience

### **Office Manager, ABC Small Office, Miami, FL**

*April 2014 – Present*

- Perform all aspects of office management, including supply and inventory management, equipment sourcing, ensuring all OSHA requirements are met, filing, and general office organization
- Oversee administrative assistant staff, including scheduling, time card collection and processing
- Analyzing company expenses, including pricing for office supplies and equipment
- Coordinating third-party services, including janitorial and repair staff
- Basic payroll responsibilities, including submitting time cards and verifying correct payments and bank transfers company-wide

### **Office Manager, DEF Law Firm, Miami, FL**

*June 2009 – Present*

- Provided support to legal staff, including supply orders, equipment orders, travel itineraries and court schedules
- Responded to maintenance and janitorial requests to direct responsibilities to the correct parties
- Sent mass communications on company-specific information, including upcoming events, changes in management, new hires and updates to business operations
- Handled mail, including sorting incoming mail and distributing it to law staff as well as ensuring FedEx and UPS shipments are processed and mailed
- Ordered, organized and oversaw supplies and equipment, including periodically analyzing spending and comparison shopping to save on corporate expenses

## Education

### **Bachelor of Business Administration**

*University of Miami Miami, FL, August 2005 – May 2009*

### Key Skills

- Business software, including Microsoft Office, MailChimp and Adobe Acrobat
- Strong interpersonal skills
- Strong communication skills, both written and verbal
- Equipment sourcing and pricing
- Facility management