

Professional Experience

Administrative Manager

ABC Small Corp, Miami, FL | January 2011 – Present

- Oversee administrative assistant staff, including participating in the hiring process
- Manage payroll, including time card processing and providing biweekly paychecks to staff members
- Organize supply orders, including keeping inventory and researching cost management strategies
- Send corporate communications, including executive memos and changes to corporate policies
- Process incoming and outgoing mail for all staff members

Office Manager

QRS Manufacturing, Miami, FL | January 2009 – December 2010

- Ensured facility was complying with OSHA standards, including managing safety procedures and posting all required notices
- Managed time cards for payroll purposes, including ensuring correct time reporting
- Oversaw equipment ordering, including heavy machinery for the warehouse as well as standard office supplies
- Served as a resource for warehouse and factory staff, including organizing maintenance requests, answering company questions and providing corporate memos as necessary

Education

Bachelor of Business Administration

University of Miami Miami, FL | August 2005 – December 2009

Betty Smith

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Experienced office manager with over a decade of experience working in employee and office management roles. Significant practice in running an administrative team, pricing and procuring equipment, and ensuring office spaces run smoothly and in adherence with OSHA safe employment practices.

Key Skills

- Adobe Acrobat
- Equipment ordering
- Facility management
- Maintenance management
- Microsoft Office
- OSHA experience
- QuickBooks