

# Office Manager Resume Sample 1

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## **Connie B Nelson**

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## **A. Summary**

Highly trained office manager with a versatile work experience that encapsulates different domains and work fields. Excellent communication and customer service skills, active listening and soft skills, and leadership traits developed throughout the course of time. Ability to manage and motivate teams, but being more than able to work individually in order to offer the best results.

## **B. Working Experience**

**June/2015 – Present – Nu Look Home Design – Cherry Hill, New Jersey**

### **Responsibilities:**

- Data entry processes done on a daily basis;
- Oversee operations related to the job description;
- Strategic and efficient planning in accordance with the company goals;
- Create presentations and maps for different departments and teams;
- Multi task on a regular basis and use time management strategies.

### **Achievements:**

- Won different internal competitions and events thanks to the intensive training and the management skills applied in the company; my team and I managed to be number one on several occasions;
- Became employee of the month due to outstanding results.

**October/2011 – June/2015 – GF Management – Orlando, Florida**

### **Responsibilities:**

- Administration of all front office departments;
- Provide excellent customer support to guests that are visiting the facility;
- Achieve brand standards by making use of leadership skills;
- Plan, implement, and control different procedures in order to meet the company's requirements;

- Motivate the staff using communication and persuasive strategies;
- Work closely and maintain communication with other departments in order to see the big picture and make changes where it is needed.

#### **Achievements:**

- Contributed to the implementation of different software programs and communication systems that help keep in touch with other departments.

### **C. Education and Academic Training**

College of Business and Public Affairs, Huntsville, Alabama, 2010.

### **D. Job Related Skills**

- Leadership and management certifications
- Supervision, and team motivation and management
- Preparation of documents
- Handle payroll and bonuses
- Reduce costs, and maximize time and profit
- Staff training, development, and advancement
- Keep record of the evolution of every person in the team
- Advanced technical, financial, and computer skills

### **E. General Skills**

- In-depth knowledge of resolving conflicts, motivating teams, and handling difficult situations and persons in a professional manner
- Time management skills
- Proficient in Spanish