**Office Manager Resume Sample 2**

**Alan R. Chapman**  
681 Meadow Lane, Napa, California 94559  
*alan.chapman@email.com*  
(707) 256 0771

**A. Summary**

Highly trained office manager with an experience of 4 years in the field of customer service and office management. I also managed different front end duties and responsibilities. Great communication skills, and in-depth knowledge of different management and leadership strategies and techniques.

**B. Working Experience**

**April/2014 – Present – KIPP Columbus – Columbus, Ohio**

**Responsibilities:**

* Be in charge of daily operations and front end desk responsibilities;
* Greet the visitors and guests with a professional yet friendly approach;
* Make use of verbal and written communication skills;
* Manage multiple tasks and responsibilities simultaneously.

**Achievements:**

* Lead the team to success during various competitions;
* Trained new employees and received praise for my work.

**February/2012 – April/2014 – Cintas – Woburn, Massachusetts**

**Responsibilities:**

* Ensure that all tasks and responsibilities are completed by the team;
* Train the office team in order to increase performance and boost sales;
* Direct and delegate different tasks to the team;
* Handle account information and financial documents;
* Comply with corporate policies and practices;
* Manage customer requests in a professional manner.

**Achievements:**

* Helped develop the company by training employees and filling out vacant positions;
* Got awarded Employee of the Month on several occasions.

**C. Education and Academic Training**

College of Business, San Francisco State University, San Francisco, 2011 - Bachelor’s Degree in Business Administration.

**D. Job Related Skills**

* Demonstrated verbal and written communication skills
* Fast typing speed
* Capacity to analyze situations in a timely fashion, and come up with pertinent, innovative solutions
* Proven customer support work experience
* Ability to oversee different processes and transactions
* Capacity to delegate tasks to appropriate persons and departments

**E. General Skills**

* Proficiency in German and French
* Capacity to adapt to a fast paced environment
* Ability to think outside the box, and come up with ingenious solutions to different problems
* Pro-active attitude
* Proficient in Office Pack