

# Office Manager Resume Sample 2

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## **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