



EVELYN WHITE

Corporate Office Manager

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Confidentiality And Discretion In Management



Contract Management



Office Equipment Management



Creativity



Diversity Awareness



Technical Writing



INTERESTS

🎬 Film

🏠 Architecture

🌿 Gardening

📁 Collecting

STRENGTHS

💡 Innovation

↔ Flexibility

🤝 Negotiation

📋 Stewardship

LANGUAGES



English



French



Arabic

ACHIEVEMENTS

★ Implemented a new inventory management system, reducing supply costs by 15%.

★ Streamlined payroll processes, decreasing processing time by 30%.

PROFESSIONAL SUMMARY

Motivated Corporate Office Manager with 7 years of experience in optimizing workflows and enhancing team collaboration. Expertise in streamlining operations, managing resources, and fostering a positive work environment. Committed to driving organizational success through strategic planning and effective process improvements.

WORK EXPERIENCE

Corporate Office Manager

📅 Apr / 2020-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Managed front desk operations, including scheduling and client interactions.
2. Oversaw inventory management of office supplies, ensuring timely ordering and delivery.
3. Maintained company equipment, ensuring operational readiness and compliance.
4. Administered payroll processes, including benefits management and timesheet accuracy.
5. Coordinated payroll administration for employees and contractors, ensuring compliance.
6. Coordinate with IT for office technology needs and support.
7. Facilitated training programs for new hires on office procedures and software.

Corporate Office Manager

📅 Apr / 2018-Apr / 2020

Summit Peak Industries

📍 Denver, CO

1. Established and refined office procedures, including invoicing and vendor management.
2. Conducted recruitment processes, including job postings, candidate screening, and interviews.
3. Scheduled client appointments for sales representatives to promote product offerings.
4. Developed Excel tracking systems for client orders, payments, and invoices.
5. Managed customer service inquiries, providing timely responses to product and warranty issues.
6. Organized company events, enhancing team morale and external relations.

EDUCATION

Bachelor of Business Administration

📅 Apr / 2016-Apr / 2018

University of California

📍 Chicago, IL

Focused on management principles and organizational behavior.