

EVELYN WHITECorporate Office Manager

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- **(**123) 456 7899
- **♀** Los Angeles
- www.qwikresume.com

SKILLS

Confidentiality And Discretion In Management





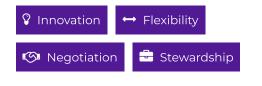




INTERESTS



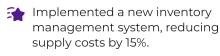
STRENGTHS

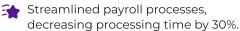


LANGUAGES



ACHIEVEMENTS





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

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.