



# AVA DAVIS



## Executive Office Manager

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### PROFESSIONAL SUMMARY

Proficient Executive Office Manager with a decade of experience in enhancing operational efficiency and managing high-level administrative functions. Expert in orchestrating complex schedules, optimizing workflows, and facilitating effective interdepartmental communication. Eager to leverage my extensive background to foster a productive office environment and contribute to organizational excellence.

### WORK EXPERIENCE



**Senior Executive Office Manager**  Jan / 2018-Ongoing  
**Seaside Innovations**  Santa Monica, CA

1. Revamped administrative processes to enhance productivity and streamline operations.
2. Supervised a team of 10, driving performance and fostering a collaborative culture.
3. Managed complex scheduling, ensuring timely execution of key projects and meetings.
4. Developed and maintained an efficient donor database, improving stakeholder relations.
5. Coordinated school events that increased community engagement and participation.
6. Created informative newsletters that strengthened communication within the organization.
7. Reconciled monthly accounts, ensuring accuracy in financial reporting for projects.

**Executive Office Manager**  Jan / 2015-Jan / 2018  
**Cactus Creek Solutions**  Phoenix, AZ

1. Facilitated closing processes for real estate transactions, resolving issues swiftly.
2. Managed the company's leads program, enhancing client acquisition strategies.
3. Oversaw proofreading and quality control for all company communications and ads.
4. Conducted interviews and provided recommendations for staffing needs.
5. Supervised office staff, optimizing workflow and resource allocation.
6. Coordinated office supply purchases, ensuring cost-effective procurement.

### EDUCATION

**Bachelor of Business Administration**  Jan / 2012-Jan / 2015  
**University of Texas**  Denver, CO

Focused on management and organizational behavior.





### SKILLS



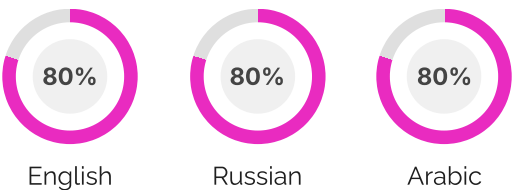
### INTERESTS

-  Gaming  Fashion
-  Film  Technology

### STRENGTHS

-  Fairness  Flexibility
-  Forward-thinking  Gratitude

### LANGUAGES



### ACHIEVEMENTS

- ★ Implemented a new filing system that reduced document retrieval time by 40%.
- ★ Developed and executed a staff training program, increasing team efficiency by 30%.
- ★ Coordinated a successful company-wide event that improved employee engagement by 50%.