JAMES CLARK

Jr. Office Assistant Manager





PROFESSIONAL SUMMARY

Enthusiastic office professional with 7 years of comprehensive experience in administrative management and operational enhancement. Adept at optimizing workflows, leading teams, and fostering effective communication to drive productivity. Committed to delivering exceptional support and creating a collaborative office environment that meets organizational objectives.

WORK EXPERIENCE

Jr. Office Assistant Manager

🛗 Jun / 2021-Ongoing

Pineapple Enterprises

📮 Santa Monica, CA

- 1. Maintained accurate records and generated daily operational reports, improving communication with terminal managers.
- 2. Coordinated the maintenance and repair of office equipment, ensuring minimal downtime.
- 3. Performed inspections on trailers and containers, enhancing compliance with safety regulations.
- 4. Streamlined administrative processes, leading to more efficient daily operations.
- 5. Successfully completed daily tasks while maintaining high standards of accuracy and efficiency.
- 6. Oversaw gate clerk inspections and administrative duties related to terminal management.
- 7. Assisted in budget management, reducing office supply costs by 15% through vendor negotiations.

Office Assistant Manager

M Jun / 2018-Jun / 2021

Summit Peak Industries

■ Denver, CO

- 1. Handled dispatch operations for truck logistics across continental states, ensuring timely deliveries.
- 2. Processed weekly payroll and maintained accurate vehicle maintenance reports for operational efficiency.
- 3. Managed the company website and online communications, enhancing the organization's digital presence.
- 4. Conducted data entry for accounts payable/receivable, ensuring accurate financial documentation.
- 5. Assisted with customer inquiries and electronic form completion, improving client satisfaction.

EDUCATION

Bachelor of Business Administration

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University of Springfield

♣ Phoenix, AZ

Focused on management principles and office administration.

SKILLS

Strong Leadership and Team Management Skills Training Coordination

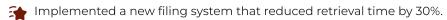
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Process Improvement

Technical Support

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ACHIEVEMENTS



Trained and supervised a team of 15 administrative staff, improving overall productivity by 25%.