

ROBERT SMITH

Office Manager II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

8+ years of experience as an Office Manager. Demonstrated achiever with exceptional knowledge of the anthropological concept, historical documentation, research methods, statistical data, laboratory techniques, and research administration.

CORE COMPETENCIES

Inventory Management, Filing, Scanning, Customer Service, Phone Handling, Modifying Contracts, Typing, Editing, Time Management, Intra-office Communication, Training Employees, and Confidentiality.

PROFESSIONAL EXPERIENCE

Office Manager II

ABC Corporation - November 2016 – Present

Key Deliverables:

- Working directly with the chair of anthropology under the dean of liberal arts and sciences.
- Streamlining course scheduling and budget management through the banner system, which resulted in a 4% increase in productivity within the department.
- Preparing departmental financial reports, statistical information, and service contracts for the department chair and college dean to keep the college up to date on the occurrences within the department.
- Working extensively with other departments and colleges to collaborate events and to incorporate networking techniques prepared the department for meetings and scheduled training sessions with regards to faculty and staff.
- Scheduling and maintained events for faculty gatherings and student support.
- Working with and initiating reports of statistical information (SAS) to track departmental productivity rates.
- Initiating and maintaining the departmental social media pages, including Facebook and Instagram, which increased the exposure of the department to former and future students.

Historic Preservation Planner

ABC Corporation - July 2011 – October 2016

Key Deliverables:

- Review of local, state, and federal preservation ordinance to ensure it meets the needs of the preservation program and the secretary of the interiors standards for rehabilitation.
- Performed design reviews administratively and with the historic preservation commission according to section 106 and 110 guidelines of the national historic preservation act of 1966.
- Prepared and executed an \$8,200 historic preservation grant from the state of Kansas for education for the historic preservation planner, as well as the historic preservation commission.

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- Prepared and executed an \$11,000 historic preservation fund grant from the state of Kansas for a driving tour of the historic districts in Newton, Ks.
- Prepared a \$90,000 heritage trust fund grant from the state of Kansas for repairs to the Warkentin house in Newton, Kansas for 2017.
- Prepared and executed state tax credits in the amount of \$15,000 from 2012 for the Warkentin house for repairs to the foundation.
- Prepared state tax credits for the upcoming work on the Warkentin house in 2017.

EDUCATION

- Master's in Biological/Cultural Anthropology - 2008(Wichita State University - Wichita, KS)Bachelor's in Biological/Cultural Anthropology - 1998(Wichita State University - Wichita, KS)Associate's in Liberal Arts - (Wichita State University - Wichita, KS)