

Office Manager

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SUMMARY

Resourceful office manager with seven years running day-to-day operations for growing companies, accountable for facilities, vendor budgets, and front-office staff while keeping a 120-person site running smoothly.

EXPERIENCE

Office Manager, Harborview Marketing Solutions

2020 – Present

City, ST

- Oversaw daily operations of a 120-seat office, owning a \$310,000 annual facilities and supplies budget within target every fiscal year.
- Renegotiated cleaning, security, and printer contracts at renewal, lowering recurring vendor spend by \$34,000 a year.
- Supervised a front-office team of four, setting coverage schedules and conducting structured quarterly performance reviews.
- Designed a new-hire onboarding checklist covering desk, badge, and equipment setup that cut first-day delays to near zero.
- Managed a 6,000-square-foot office relocation across one weekend with no business interruption on Monday morning.
- Tracked and renewed 18 service contracts in a shared register, eliminating lapsed coverage and surprise auto-renewals.
- Coordinated health-and-safety compliance, scheduling inspections and maintaining records that passed every audit.
- Rolled out a visitor-management and access-card system that tightened building security and sped guest check-in.

Office Coordinator, Cedar Lane Architects

2017 – 2020

City, ST

- Ran reception, mail, and supply ordering for a 45-person studio while keeping the supplies budget flat year over year.
- Processed accounts-payable batches of 40-plus invoices weekly, coding each to the correct project cost center.
- Organized eight client presentation events annually, handling catering, room setup, and printed materials.
- Maintained the conference-room booking system and resolved scheduling conflicts before they reached principals.
- Onboarded 22 new employees over three years, preparing workstations and coordinating IT account creation.
- Built a vendor scorecard that ranked suppliers on price and reliability, guiding two cost-saving switches.

EDUCATION

Bachelor of Science in Business Administration

2013 – 2017

State University — City, ST

SKILLS

Facilities management · Vendor contract negotiation · Budget administration · Staff supervision · Onboarding programs · Accounts payable · Health and safety compliance · Office relocation · Space and seating planning · Procurement · Microsoft 365 administration · Event coordination