

JASMINE LINDSAY

jlindsay@gmail.com

123.456.789

linkedin.com/in/jlindsay

OFFICE MANAGER SUMMARY

- Office Manager with 10+ years in administrative systems, helping improve workflow by 20%.
- Reduced physical storage needs by 40% by implementing digital records at Nexus.
- Increased employee satisfaction by 15% by contributing to office event organization at Nova Networks.
- Recipient of the "Employee of the Year" award.

WORK EXPERIENCE

Office Manager Zenith Solutions

January 2018 - Present

- Managed daily operations, including booking meetings and coordinating events, improving office workflow by 20%.
- Implemented a new Microsoft Office system, enhancing data management and reporting accuracy.
- Trained staff on new systems, increasing overall productivity by 25%.

Administrative Assistant Nexus

June 2013 - December 2017

- Assisted in managing office functions, including scheduling, filing, and correspondence.
- Spearheaded a project to digitize records, resulting in a 40% reduction in physical storage needs.
- Coordinated travel arrangements and bookings, ensuring seamless itineraries and cost savings.

Receptionist Nova Networks

August 2009 - May 2013

- Handled front desk operations, greeting clients, and managing appointment bookings.
- Developed an electronic filing system, reducing retrieval times by 50%.
- Organized office events, contributing to a 15% increase in employee satisfaction.

EDUCATION

Bachelor of Business Administration Chicago University

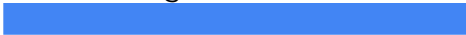
September 2005 - May 2009

INTERESTS

- Hiking and Outdoor Activities
- Volunteer Work at Animal Shelters
- Photography

SKILLS

Office Management



Microsoft Office Suite



Booking and Scheduling



Vendor Management



Event Coordination

