Tessa Eaton

OFFICE MANAGER

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Office Manager Summary

- Office Manager with 12+ years in education and office management, helping improve front desk operations efficiency by 20%.
- Improved time management by 15% by implementing Microsoft Office system for administrative tasks as a Receptionist at Chicago High.
- Reduced reporting errors by 30% by developing an electronic grading system as a High School Teacher at Chicago High.
- Awarded 'Teacher Of The Year' in 2019 at Chicago High.

Work Experience

Receptionist   **August 2020 - Present**
Chicago High

- Managed front desk operations, including booking appointments and coordinating school events, boosting efficiency by 20%.
- Implemented a Microsoft Office system for administrative tasks, increasing data management accuracy.
- Trained staff on new systems and procedures, enhancing overall productivity by 25%.

High School Teacher   **September 2008 - July 2020**
Chicago High

- Designed and implemented lesson plans, improving student performance by 15%.
- Coordinated school events and managed bookings, ensuring smooth execution.
- Developed an electronic grading system, reducing reporting errors by 30%.

Teacher Assistant   **August 2006 - August 2008**
Chicago High

- Assisted in classroom management, improving student engagement and performance.
- Organized and maintained student records, enhancing accessibility and accuracy.
- Supported teachers in planning and executing lessons, contributing to a 10% increase in student satisfaction.

Education

Master Of Education   **September 2004 - May 2006**
University Of Illinios

Bachelor Of Arts In English   **September 2000 - May 2004**
University Of Illinios

Skills

Office Management   **Microsoft Office Suite**   **Booking and Scheduling**   **Event Coordination**

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Training and Development

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