

KRIS ROBERTS

City, State, and Postal Code | Phone Number | Email | LinkedIn Profile URL

OFFICE MANAGER

OPERATIONS MANAGEMENT | TEAM LEADERSHIP | PROJECT MANAGEMENT

Office manager offering 10+ years of experience overseeing office operations, streamlining workflow processes, and optimizing efficiency. Skilled in utilizing strong communication skills to negotiate contracts, liaise with vendors, and ensure seamless service delivery and cost savings. Leverage problem-solving and conflict resolution skills to proactively address challenges and maintain a harmonious office environment.

Strengths and Skills:

Customer Service | Office Management | Operations Coordination | Team Leadership | Process Design
Budget Management | Vendor Relations | Microsoft Office Suite | Event Planning & Execution

PROFESSIONAL EXPERIENCE

COMPANY NAME | City, State Date - Date

Office Manager

Manage office operations for concrete subcontractor company, including financial, human resources, payroll, administrative functions, supplier relations, and client service.

- Capitalized on cost-saving opportunities that led to a 35% reduction in office expenses.
- Negotiated vendor contracts, securing favorable terms that resulted in a 25% cost reduction for materials and supplies.
- Developed and implemented workplace safety protocols, resulting in 100% compliance rate with industry regulations and zero workplace accidents.
- Led a team of administrative staff, providing guidance and support that improved task completion efficiency by 30% and staff morale by 25%.

COMPANY NAME | City, State Date - Date

Office Manager

Oversaw office operations for home remodeling construction company, including human resources, events, administrative functions, supplier relations, and client service.

- Reduced processing costs 25% by managing the seamless transition to a paperless invoicing system.
- Achieved a 99.9% customer satisfaction rating over a 36-month period on client surveys.
- Planned and executed company events, including employee recognition parties and team-building activities, enhancing employee engagement and team cohesion.
- Integrated new office software and delivered training that increased staff proficiency and reduced data entry time by 50%.

EDUCATION

Degree - Major, Name of School or University | City, State

PROFESSIONAL DEVELOPMENT

Licenses, Certifications, or Training, Name of Organization | City, State