

Career Crisis Plan - Resume Example

Keywords from the job advertisement example document are highlighted

SAMANTHA SMITH

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Summary

Office management professional specializing in the tech sector

Dedicated **office manager** with a history of success managing busy office environments. Effective **manager** with 5 years of **administration** experience in the tech industry.

Skills

Leadership & Management

Strong in **customer service**

Problem solving

Workplace trainer

Written/verbal **communication**

Accounting apps (Xero, MYOB)

Professional Experience

Office Manager, XYZ Renewable

May 2018 – June 2020, San Francisco, CA

Responsible for the overall daily **operations** of the office including **staff management**, **training**, and **customer service**. Coordinated team meetings and reporting.

- Supported deployment teams to deliver major wind and **solar** deployments 100% on time.
- Identified problems and implemented a continuous improvement program

Office Coordinator, ABC Software Solutions

March 2015 – April 2018, Los Angeles, CA

Managed project teams and communicated with all departments to ensure jobs had sufficient staffing and time frames were met for each project. **Reviewed proposal documentation** and **customer service** correspondence. A coordinating point of contact for clients.

- 95% positive feedback by building good **relations with clients**
- **Delivered training** to staff in budgeting, time management and customer service.

Education and Credentials

Qualification: Bachelor of **Business Administration** 2014, Monash University

Training: MYOB Accounting Essentials 2018

Associations: San Francisco **Business** Network