

FirstName LastName

Street Address,City, ST Zipcode

TEL: ###-###-####

youremail@gmail.com

HIGHLIGHT OF QUALIFICATIONS

- Over 20 years combined experience in office and store management in small business and corporate environments focused on achieving and exceeding company goals and expectations, and maintaining a strong relationship
- Experience in P & L, daily accounting, budgeting, forecasting, and payroll functions with a successful history of meeting and beating established budgets and goals through strong fiscal responsibility
- Designated point of contact for local and national vendors, patent and corporate attorneys, financial institutions, employees, and management

EDUCATION

The University of Iowa, Tippie B School of Management
Masters of Business Administration

Iowa City, IA
DATE

Undergraduate Institution Here
Bachelor of Arts: Psychology
Minor: Human Relations

City, ST
DATE

ADMINISTRATION (area of expertise)

- Centralized and administered confidential corporate legal and investor documentation
- Developed and implemented administrative policies and procedures for office staff, co-workers and senior management to ensure an efficient, effective and productive office
- Oversaw and performed office management tasks ; answering phones, greeting clients, handling customer concerns
- Handled shipping and receiving, vendor management and customer follow up through systematic communication
- Developed, executed, and communicated employment policies and procedures to ensure legal and ethical compliance, employee satisfaction and management compliance

MANAGEMENT/HUMAN RESOURCES(area of expertise)

- Recruited, interviewed and assisted in the selection of professionals essential to company success by working with national recruiting companies and management to develop job descriptions and criteria
- Worked with immigration attorney to successfully process the following work visas: Optional Practical Training (OPT), H-1B, and F-1. Also started employer-sponsored green card process
- Responsible for organization and maintenance of employee files to ensure legal compliance, confidentiality and efficient processing of past, current and future employees
- Supervised group of 5 employees who performed alarming/dispatching, inventory control, budget analysis, process development and office administration duties for local cable system
- Performed annual review and selection of employee health, dental and disability insurance
- Completed and conducted employee reviews quarterly and annually for 5 – 15 employees

FACILITIES/INVENTORY(area of expertise)

- Supervised team responsible for cable system building monitoring by watching and responding to system alarms
- Established and managed lawn care/snow removal, cleaning/security contracts for office and cable system buildings
- Responsible for receiving, reviewing, logging in, tagging, displaying and storage of new merchandise and equipment through established procedures
- Responsible for the repair or return and refund of damaged or incorrect merchandise and equipment by working with appropriate vendors and representatives through established procedures
- Aided in development, communication and population of web-based asset database to track inventory in two locations

EMPLOYMENT

Employer Here, City, ST
Employer Here, City, ST
Employer Here, City, ST
Employer Here, City, ST

Job Title
Job Title
Job Title
Job Title

DATE
DATE
DATE
DATE

ADDITIONAL INFORMATION

- List Leadership, personal achievement, technical, or other special skills here
- Language Proficiencies