



JASMINE BROWN

ABOUT ME

An accomplished office manager with eight years of experience overseeing daily operations and leading initiatives to refine administration workflows. A strong history of leading cross-functional teams, coordinating HR programs, and building inclusive work environments.

PROFESSIONAL EXPERIENCE

OFFICE MANAGER | HAYDEN FINANCIAL, SEATTLE, WA
AUGUST 2018 TO PRESENT

- Manage daily operations for a financial firm, oversee a cross-functional team of 17 administrative assistants and accountants, and HR specialists, and lead initiatives to enhance operational workflows, contributing to a 92% client satisfaction rate
- Oversee vendor relationships and conduct contract negotiations to lower annual overhead costs by \$90,000 per year
- Develop and implement office policies, coordinate employee training and onboarding, and cultivate an inclusive and collaborative work culture

ADMINISTRATIVE COORDINATOR | MORGAN ENTERPRISES, SEATTLE, WA
MARCH 2016 TO JULY 2018

- Provided administrative support to the office manager and three executives, handled calendars, coordinated travel arrangements, and drafted client correspondence
- Managed the procurement of office supplies and equipment, ensuring adherence to budget constraints
- Streamlined onboarding processes, reducing employee ramp-up time by 25%

CERTIFICATIONS

- Certified Office Manager (COM), International Association of Administrative Professionals | 2020

CONTACT



(123) 456-7890



email@example.com



New York, NY 12345



LinkedIn

KEY SKILLS

- Operations management
- Cross-functional leadership
- Office administration
- Process improvement
- Vendor relations

EDUCATION

- Bachelor of Business Administration (B.B.A.)
UNIVERSITY OF WASHINGTON
Seattle, WA | 2016