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Sarah Clark

CONTACT



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LinkedIn | Portfolio



Miami, FL 33101

EDUCATION

- **Bachelor of Arts in Business Administration**
University of Miami, Miami, FL |
May 2014

KEY SKILLS

- Office Operations
- Staff Supervision
- Vendor Management
- Cost Reduction
- Employee Training

ABOUT ME

Proactive and detail-oriented Branch Office Administrator with over 5 years of experience overseeing office operations, managing staff, and supporting senior management. Proven track record in organizing office procedures and improving the efficiency of day-to-day operations.

PROFESSIONAL EXPERIENCE

BRANCH OFFICE ADMINISTRATOR | APEX TECHNOLOGIES, MIAMI, FL
MARCH 2018 - PRESENT

- Oversee office operations for a branch with 30 employees, ensuring that administrative functions run smoothly and efficiently.
- Managed scheduling, office supply procurement, and vendor relationships, reducing office supply costs by 12% annually.
- Supported senior management with daily administrative tasks, including managing calendars and preparing reports.
- Trained and mentored new office staff, resulting in a 15% reduction in onboarding time.

ADMINISTRATIVE ASSISTANT | GLOBAL SOLUTIONS INC., MIAMI, FL
JANUARY 2015 - FEBRUARY 2018

- Provided administrative support to senior leadership, coordinating schedules, meetings, and office functions.
- Assisted in the preparation of reports, presentations, and client communications.
- Managed office supplies, maintained office equipment, and coordinated minor office repairs.