



# Olivia Green

Organized and resourceful Branch Office Administrator with over 7 years of experience managing office operations, overseeing employee performance, and ensuring administrative tasks are completed on time. Strong leadership skills with the ability to foster a positive team environment.

## CONTACT

-  (305) 555-4321
-  olivia.green@email.com
-  LinkedIn | Portfolio
-  Miami, FL 33101

## EDUCATION

Bachelor of Arts in Business Administration  
Florida International University, Miami, FL  
May 2014

## KEY SKILLS

- Team Leadership
- Process Improvement
- Budgeting & Financial Support
- Employee Training & Development
- Operations Management

## PROFESSIONAL EXPERIENCE

- **Branch Office Administrator, BlueSky Consulting, Miami, FL**  
May 2018 – Present
  - Oversee day-to-day office operations and coordinate between departments to ensure seamless workflow.
  - Supervise a team of 10 administrative assistants, providing ongoing training and performance feedback.
  - Assist in managing budgets, reduce office supply expenditures by 15% annually.
  - Implement office process improvements that decreased operational delays by 10%.
- **Administrative Assistant, Oceanview Enterprises, Miami, FL**  
March 2014 – April 2018
  - Coordinated meetings, managed executive calendars, and prepared materials for office presentations.
  - Assisted with budgeting and bookkeeping, providing administrative support to the finance department.
  - Played a key role in improving communication between departments by developing a more efficient internal messaging system.