

Jennifer Harris

Administrative Office Manager

Administrative Office Manager with a decade in nonprofit and corporate sectors. Expert in cross-departmental coordination, budget oversight, and policy implementation.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

EDUCATION

May 2013 | M.A. in Public Administration

State University, City, ST

PROFESSIONAL EXPERIENCE

Administrative Office Manager | Helping Hands Nonprofit | City, ST
March 2018 – Present

- Oversee a \$3M operations budget, reallocating funds to increase program reach by 25%
- Implement a volunteer-management system, doubling volunteer retention rates
- Develop and enforce office policies, achieving 100% audit compliance

Office Administrator | City Legal Aid | City, ST
July 2013 – February 2018

- Managed scheduling and case files for 15 attorneys
- Coordinated pro bono events serving 200+ clients annually