



## CONTACT



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LinkedIn | Portfolio



City, ST 12345

## EDUCATION

- B.A. IN COMMUNICATIONS |  
METRO UNIVERSITY, CITY, ST |  
MAY 2015

# Kathleen Wright

## Marketing Office Manager

Office Manager for a mid-sized marketing agency with five years of coordinating creative teams, budgets, and client onboarding.

## PROFESSIONAL EXPERIENCE

OFFICE MANAGER | CREATIVE SPARK AGENCY, CITY, ST | JANUARY 2018 - PRESENT

- Oversee \$1.2M annual operations budget, reallocating 10% to new tech investments
- Coordinate onboarding for 30+ new clients, improving first-project turnaround by 20%
- Manage a support staff of six, reducing resource-request response times by 35%

ADMINISTRATIVE COORDINATOR | BRANDVISION MARKETING, CITY, ST | JULY 2015 - DECEMBER 2017

- Scheduled shoots and client meetings across three offices
- Managed vendor relationships, negotiating 15% volume discounts