

# Megan Collins

## Remote Office Manager

Remote Office Manager with five years of experience coordinating virtual teams across multiple time zones. Proficient in cloud-based systems and digital collaboration tools.



City, ST 12345



(123) 456-7890



email@example.com



LinkedIn | Portfolio

## PROFESSIONAL EXPERIENCE

### REMOTE OFFICE MANAGER | CLOUDWORKS LLC

JUNE 2018 – PRESENT

- Manage operations for 40+ remote staff, implementing Asana workflows that boosted on-time project delivery from 70% to 95%
- Oversee virtual onboarding and training programs, reducing ramp-up time by 30%
- Maintain digital filing and HRIS systems with 99.9% data integrity

### VIRTUAL ASSISTANT LEAD | DIGITAL SOLUTIONS CO.

JANUARY 2016 – MAY 2018

- Supervised a team of 15 VAs handling admin support for multiple clients
- Standardized SOPs for time tracking and reporting

## EDUCATION

- B.A. in Communication  
State University, City, ST | May 2015