

Donald Johnson

University Department Office Manager

University Department Office Manager with six years in higher-education administration. Skilled in budget oversight, event coordination, and student records management. Increased departmental grant-fund utilization by 30% and reduced student-inquiry response time by 50%.

CONTACT

 (123) 456-7890

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 City, ST 12345

PROFESSIONAL EXPERIENCE

OFFICE MANAGER | DEPARTMENT OF SOCIOLOGY, STATE UNIVERSITY, CITY, ST

AUGUST 2017 – PRESENT

- Oversaw a \$1.2M departmental budget, reallocating funds to new research initiatives that grew grant spending by 30%
- Coordinated academic events for 200+ attendees, managing logistics, AV support, and catering without exceeding budget
- Streamlined student-record requests through a ticketing system, cutting average response time from 10 to 5 days

ADMINISTRATIVE ASSISTANT | DEPARTMENT OF PSYCHOLOGY, STATE UNIVERSITY, CITY, ST

MAY 2014 – JULY 2017

- Maintained student advising schedules for 15 faculty members, reducing scheduling conflicts by 80%
- Processed academic-status updates and transcript requests, achieving 98% accuracy

EDUCATION

- M.Ed. in Higher Education Administration
State University, City, ST | May 2015
- B.A. in Sociology
Regional College, City, ST | May 2012