



Sandra Brown

Business Office Manager

ABOUT ME

Strategic Business Office Manager with seven years of experience in corporate environments. Skilled in financial reporting, vendor negotiations, and policy development to drive operational excellence.

PROFESSIONAL EXPERIENCE

Business Office Manager

Apex Technologies, City, ST | January 2018 - Present

- Direct budgeting and financial analysis for a \$10M department, cutting expenditures by 15%
- Negotiate vendor contracts, saving \$120K annually
- Implement new ERP modules, reducing the month-end close time by five days

Administrative Supervisor

NextGen Solutions, City, ST | July 2014 - December 2017

- Led a team of eight in daily administrative tasks, improving productivity by 30%
- Standardized office procedures, ensuring 100% compliance with company policies

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST 12345

EDUCATION

B.B.A. in Management

Regional University, City, ST
May 2014