

# Alice Patel

## Office Manager

Organized mom with prior office-manager experience and five years of household operations leadership. Expert in budget oversight, staff coordination, and policy implementation.

### CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, ST 12345

### PROFESSIONAL EXPERIENCE

#### STAY-AT-HOME OPERATIONS LEAD | SELF-EMPLOYED JANUARY 2018 – PRESENT

- Managed a \$6K monthly household budget and coordinated schedules for five family members
- Supervised two household staff, setting protocols that improved task completion by 50%

#### OFFICE MANAGER | BRIGHTLINE SOLUTIONS, CITY, ST JULY 2012 – DECEMBER 2017

- Oversaw day-to-day office functions for a 25-person team, including payroll, scheduling, and supply procurement
- Implemented a new filing system that reduced document retrieval time by 60%

### EDUCATION

- B.B.A. in Management, Regional University | May 2012