



Sarah Anderson

Office Administrator

ABOUT ME

Office Administrator with 6 years running mid-sized offices in legal and nonprofit settings. Strong on vendor management, executive support, and the small details that keep a 30-to-60 person office moving.

PROFESSIONAL EXPERIENCE

Office Administrator

Briarcliff Family Law, Columbus, OH | 2022 - Present

- Run office operations for 4 attorneys and 11 support staff, including reception, calendaring, and billing intake.
- Cut courier and printing costs by switching to a regional vendor, saving the firm \$6,800 in the first year.
- Coordinate client intake calls and conflict checks before files are opened by paralegals.
- Track CLE deadlines and bar dues for each attorney; no missed renewals in three years.
- Manage the IOLTA expense ledger entries and reconcile with the firm bookkeeper each month.

Office Manager

Wheelhouse Youth Mentoring (501c3), Columbus, OH | 2019 - 2022

- Supported a team of 22 across program, fundraising, and finance functions in a shared office and warehouse.
- Processed donor acknowledgment letters within 48 hours of each gift over the year-end giving season.
- Booked travel and lodging for staff visiting partner schools in three counties.
- Took board meeting minutes and posted them to the secure board portal within one business day.

Administrative Assistant

Crestline Insurance Agency, Dublin, OH | 2018 - 2019

- Answered a 4-line phone system and routed claim questions to the correct adjuster.
- Maintained the agency's renewal calendar and mailed pre-renewal packets four weeks ahead of expiration.
- Reconciled petty cash and weekly deposits with the agency owner.

CONTACT INFORMATION



(614) 555-0173



jasmine.whitaker@example.com



Columbus, OH 12345

EDUCATION

B.A. Communication, Ohio State University, 2018

Certified Administrative Professional (CAP), 2022

KEY SKILLS

- Clio, MyCase, and legal billing basics
- Microsoft 365 and SharePoint
- QuickBooks Online and expense reconciliation
- Donor CRM (Bloomerang) experience
- Board minutes and governance support
- Vendor and lease coordination
- Travel booking and itineraries
- Confidential file handling