

ISAAC HART

Office Manager

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OFFICE MANAGEMENT EXPERIENCE

Office Manager | Sharp & Associates | San Francisco, CA | May 2016–Present

- Directed administrative support functions for a 75-person office
- Owned office supply inventory and ordering; managed \$15K budget
- Partnered with janitorial, catering, and IT support vendors; earned a 98% employee satisfaction score for facilities maintenance
- Processed biweekly payroll; reimbursed 50+ monthly expense reports
- Redesigned conference room scheduling system, resulting in a 40% decrease in scheduling conflicts and zero double-bookings in the past year
- Coordinated travel for 10+ trips weekly, including flight, hotel, and car rentals
- Authored weekly employee intranet announcements and company-wide emails

Office Coordinator | Bingo Bango Bongo | Los Angeles, CA | September 2014–April 2016

- Directly supported office manager for a 300-person company spanning four floors
- Managed front desk reception duties, including greeting 30+ daily visitors, answering 50+ daily phone calls, and responding to 100+ daily emails
- Assisted with expense report collection and processing for 150+ monthly claims
- Consolidated office records into a single system, resulting in a 50% decrease in misplaced files
- Restocked office supplies and snack closet; managed OfficeMax account and \$5K monthly budget

Administrative Intern | Cactus Inc. | San Diego, CA | Summer 2014

- Researched payroll processing options, evaluated four proposals, and contributed to the decision-making process; assisted with rollout of ADP
- Managed conference room schedule for three spaces and 35 employees
- Coordinated daily catered breakfast, weekly lunch, and meeting catering requests
- Acted as front desk receptionist, answering customer questions, greeting 25+ daily visitors, and directing 50+ daily phone inquiries

TECHNICAL SKILLS

Microsoft Office Suite: Word, Outlook, Excel, PowerPoint; Google: Drive, Docs, Sheets, Gmail; QuickBooks, ADP Payroll

VOLUNTEER EXPERIENCE

Volunteer Exhibit Docent | Oakland Museum of California | Oakland, CA | 2017–Present

EDUCATION

B.A. in Communications | San Diego State University | May 2014

Honors in General Education