

Jacob Harding

OFFICE MANAGER

Profile

Dynamic Office Manager with extensive experience overseeing office operations to ensure a productive and positive work atmosphere. Adept in providing outstanding day-to-day administrative support to management and staff. CHRO certified and committed to continually growing both professionally and personally.

Employment History

Office Manager, Bayview Architects, New York

JULY 2017 – PRESENT

- Successfully oversaw day-to-day operations and worked to foster efficiency.
- Maintained office-wide calendars and assisted with events and travel arrangements.
- Managed vendors and the purchasing of office supplies, software, and equipment.
- Maintained office-wide protocols in accordance with the employee handbook and COVID guidelines.
- Assisted bookkeeper with company payroll, accounts payable, accounts receivable, expense reimbursement, and general ledger.
- Interfaced with clients on project-related matters and provided appropriate support to ensure the smooth flow of projects.
- Created and managed project invoices and tracked project expenses.

Office Manager, Lissa Medical Day Spa, New York

OCTOBER 2014 – JUNE 2017

- Provided optimal office support for one of the busiest and most celebrated midtown medical day spas.
- Supervised all front office operations to ensure profitability, and exceptional service and value for every client.
- Effectively managed front staff operations and worked to achieve ultimate client satisfaction rates.
- Answered and managed calls, coordinated client schedules, and provided for seamless client care and follow-up.
- Assisted with the marketing and promotion of events through the implementation of effective email marketing campaigns.

Education

CHRO Program, Wharton Aresty Institute-Executive Education

AUGUST 2018 – APRIL 2019

Bachelor of Arts in Communications, Hunter College, New York

SEPTEMBER 2010 – MAY 2014

Details

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Links

[Jacob Harding LinkedIn](#)

Skills

Customer Service

Interpersonal Communication

Administrative

Excellent Multitasking

Effective Time Management

Financial Accounting

Knowledge of Office Technology

Languages

English

Spanish; Castilian

French