



210 Stars Ave
Berkeley, CA 78910



808.555.0118



dian@example.com



www.greatsiteaddress.com

OBJECTIVE

Office Manager with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.

DIAN NUGRAHA

EXPERIENCE

Dec 20XX–Jan 20XX

Office Manager • Northwind Traders

Feb 20XX–Dec 20XX

Administrative Assistant • Wide World Importers

Mar 20XX–Feb 20XX

Office Intern • Olson Harris, Ltd.

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

EDUCATION

Bellows College, Berkeley, CA

- Bachelor of Science in Business Administration, 20XX

COMMUNICATION

As an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

REFERENCES

Available upon request.