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## TED MCGOWAN

OFFICE MANAGER

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### PROFILE

Office Manager with over 6 years of experience providing administrative support to over 50 staff members and interfacing with facility management and IT. I possess strong multi-tasking skills, with ability to simultaneously manage several projects and schedules. Excellent public-facing point person for clients, customers, vendors and equipment and service providers. Tech savvy and efficiency focused.

### CONTACT

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4567 Main Street

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### ACTIVITIES AND INTERESTS

Theater • Environmental conservation • Art • Hiking • Fishing • Travel

## EXPERIENCE

### OFFICE MANAGER/WIDE WORLD IMPORTERS, SAN SOJE, CALIFORNIA

AUGUST 2016-PRESENT

Manages schedules, organizes office functions, and oversees daily operations of office with 65 employees. Hires, trains, and on-boards employees. Interfaces with IT and facilities to situate new employees in their work environment as efficiently and stress-free as possible. My systems have expedited staff assimilation by 20% and reduced office expenses by 15%. Renegotiate vendor contracts, implement office supplies inventory control, and standardize office ordering procedures. Implement cloud-based data management system, utilize CRM to its full potential.

### OFFICE ASSISTANT, PROSEWARE INCORPORATED, NESFORE, CALIFORNIA

SEPTEMBER 2013-JULY 2016

For a staff of 15, prepared daily, weekly, and monthly reports, and maintained appointment calendars for executives. Performed basic accounting functions including books reconciliation. Audited vendor billing, corrected errors, and cured inefficiencies to yield an office savings of 2% in the first six months. Answered, screened, and transferred an average of 40 telephone calls per day. Developed office operational guidelines for staff members increasing efficiency by 22%.

## EDUCATION

### BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

CALIFORNIA UNIVERSITY, NESFORE CALIFORNIA

JUNE 2013

DEAN'S LIST/2012

### ASSOCIATE IN ARTS IN ACCOUNTING

CALIFORNIA UNIVERSITY, NESFORE CALIFORNIA

JUNE 2011

## KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • Strong interpersonal & communication skills • MS Office Suite • WPM: 90 • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure