

# Taylor Rodriguez

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Taylor@example.com

[LinkedIn profile](#)

## EXPERIENCE

### May 2022 - Current

#### Manager, *Horizon Technologies*

Oversee daily operations for fast-paced tech company with 70+ employees. Manage administrative budget of \$175,000 annually, reducing office expenses by 22% through vendor negotiations and process improvements. Coordinate all office events, travel arrangements, and facility maintenance while supervising team of 3 administrative assistants.

### October 2019 - April 2022

#### Office Manager, *Creative Solutions Agency*

Streamlined document management system, reducing retrieval time by 65% and improving interdepartmental collaboration. Implemented new procurement process saving \$45,000 annually. Managed office relocation project for 50 employees, completing move on time and under budget.

### February 2017 - September 2019

#### Administrative Assistant, *Global Partners LLC*

Supported executive team of 5 C-level officers, managing complex calendars and travel arrangements. Created and maintained company filing system, improving document organization and accessibility. Assisted with planning and execution of quarterly company meetings for 100+ attendees.

## QUALIFICATION

Sep 2015 - May 2017 Bachelor of Business Administration(BBA), Westfield Community College

## SKILLS

Project management  
Vendor relations  
Budget administration  
Communication  
Team leadership  
Office technology