

Office Manager Office Manager Office Manager - Metro Auto Sales Dearborn, MI Work Experience

Office Manager Metro Auto Sales - Detroit, MI January 2016 to Present Duties, Accomplishments

and Related Skills: Developed and maintained an eBay listing template using HTML5, CSS3, and

JavaScript web technologies. Kept track of office inventory. Developed monthly and annual

reports using automated programs. Filed large volumes of paperwork through a quick and

accurate process. Maintained record keeping of relevant documents. Researched and

investigated new business techniques to improve operations. Provided computer support for

peripherals and desktop applications to co-workers. Proofread word textual documents for correct

grammar, spelling, and punctuation. Documented and filed out forms pertaining to the sales of

vehicles and parts. High volume of tasks involving asking customers for sensitive information

pertaining to the purchase of a vehicle. General bookkeeping using Microsoft Excel and Microsoft

Word. Performed word processing automation to produce a variety of textual documentation.

Experience using a computer daily to perform daily duties including scanning, faxing, uploading, and

downloading documents. Experience with automated systems that included specialized software

that produced analysis and creation of reports. Provided administrative functions that made sure all

departments were working towards a common goal. Provided personnel transactions that included

the hiring and promoting of employees. Worked independently and effectively to prioritize tasks

with little to no supervisory control. Managed and organized relevant information for future

references. Provided communication both orally and in writing to customers to obtain personal

information. Worked with clients and customers of diverse backgrounds to assess their needs,

provided information, assistance, resolve any problems they may have and satisfied their

expectations. Knowledgeable in the available products and services that are provided.

Supervisor: Mike Hammond 313.802.0202 Okay to contact this Supervisor: Yes Jr Software Web

Developer Trademark Productions - Royal Oak, MI October 2018 to November 2018 309B South

Main St Royal Oak, MI 48067 10/2018 - 11/2018 Salary: 13.00 USD Per Hour Hours per week:

40 Jr Software Web Developer Duties, Accomplishments and Related Skills: Updated and

maintained client's websites using Drupal, WordPress, and Magento. Converted Photoshop files

into websites using web technologies. Assisted clients with issues regarding their websites. Completed tasks with deadlines on time. Diagnosed and resolved problems in response to customer filed complaints. Escalate more complex problems to senior level technicians. Attended weekly meetings. Interacted with customers telephonically Shadowed employees to get a better understanding of the workflow. Knowledge in technical computer terminology to develop and maintain websites Supervisor: Dwight Infringer 586.822.5810 Okay to contact this Supervisor: Yes Education Bachelor's Degree in General Studies Baker College Clinton Township - Clinton Township, MI 2016 to Present Skills Data Entry, Microsoft Excel

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