

Office Manager Office Manager Office Manager - SCC Soft Computer Versatile, reliable and efficient with 4 + years experience supporting managers and executives in high paced environments. Diversified skills include client relations, information technology, project management, and administrative support. Work Experience Office Manager SCC Soft Computer June 2017 to Present

Supervises clerical staff conducting clerical duties to service all departments of SCC Evaluates job performance and initiates or recommends hiring, disciplinary action, and termination of clerical staff to HR Manager and VP of Administration Responsible for supervision of all reception area duties such as receiving incoming calls, forwarding messages, accepting deliveries and greeting visitors Responsible for office equipment; orders and issues office supplies, stationery, business cards, and forms Maintains calendars and schedules to ensure adequate staffing for Business Unit Meetings and other clerical department requirements Review resumes, conduct interviews, and extend offers for all administrative/clerical positions and for SCC's. Attend job fairs and recruitment events as needed Coordinates cleaning company work for the facility Supervises Lunch Order System Manages travel staff and system Ensures staff complies with all Travel policy and procedures when booking Travel and hotel accommodations for guests and employees of SCC as well as occasional Client request Quarterly update and publish any changes to the Travel policy and communicate this information to all Travelers and management This position works independently with minimal direction with pre-established processes and procedures. Manages Purchasing Ensures staff complies with all purchasing policy and procedures. Manages Shipping Ensures staff complies with all Shipping policy and procedures. Turndown Attendant Sand Pearl Resort - Clearwater, FL Present Clean 80 hotel rooms a night Project Coordinator/Executive Assistant to Company President Horus Construction Services March 2015 to June 2017 Accompany President business functions and meetings Maintain President's schedule Over see strategic projects Develop and maintain project plans Develop and maintain budget plans, timelines and schedule Coordinate meetings with subcontractors, subject matter experts and vendors Review progress and milestones; identify risks Prepare status reports; present to president System Engineer/Hardware Technical Assistant SCC SoftComputer March 2012 to March

2015 Determine and assign support tickets based on priority level Escalate emergency issues  
Schedule software installations Create connectors/Instrument programming Monitored/provided  
server access for new employees Troubleshoot printer issues Senior Office Support  
Assistant/Office Manager Provided back-up to Office management and support staff Monitored  
various career/employment databases for possible candidates Interviewed phone and in-person  
interviews Coordinated software shipments for upgrade clients Coordinated travel arrangements  
using GDS Apollo and ticket system Executive Assistant to the Vice President of Education  
Managed and maintained VP's calendar, travel arrangements and appointment schedule  
Coordinated and prepared agendas for client and department meetings Maintained marketing  
inventory Initiated payroll IT Technical Support Specialists Maher Chevrolet September 2010 to  
March 2012 Provided technical support for computer systems and network within the company  
Validated new software Troubleshoot hardware and billing device issues Coordinated  
automotive e inspections Coordinated internal/mock regulatory audits Facilitated new hire and  
regulatory training Developed/reported weekly reports and escalations to General Manager  
Education Associate of Arts St. Petersburg College Skills Pr (5 years), Proactive (Less than 1 year),  
Public relations (5 years), Self motivated (Less than 1 year), time management (Less than 1 year)

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