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| A person in a blue shirt  Description automatically generated | |  | Alexander Rodriguez ExperienceJan 2016-Jan 2024 Accounts Payables Office Supervisor **•** Conduent Aug 2008-Dec 2016 Subject Matter Expert/Supervisor For Humana **•** Conduent Feb 2005- July 2008 Workforce Analyst **•** Conduent EducationSalt Lake Community College. Taylorsville, UT- 2004  * Generals Studies   **Mt. View High School. Orem, UT – 2001**   * GED  Communication As an office supervisor, 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 al and responding to business correspondence, and ensuring effective communication throughout the office. Leadership I have demonstrated strong leadership skills in managing a team of staff members 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. SKILLS Microsoft Office (Outlook, Teams, Excel & PowerPoint)  Oracle Fusion  Type 60 WPM  Excellent Communications Skills References Richard Beard **•** Previous Manager 801-244-9581  \*More references available upon request |
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| Marker | 2934 S. Kapford Dr.  West Valley City, UT 84128 |
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| Receiver | 801-979-6962 |
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| Email | **Alexander.Rodriguez2121@gmail.com** |
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| Objective Office Supervisor with 16 years of experience in managing staff, Scheduling, time off, task delegating, problem resolution, with strong communication skills and a great personality and always looking forward to the next challenge. | |  |