



Korina Villanueva

OFFICE MANAGER

PERSONAL BACKGROUND

I'm a seasoned office manager with over five years of experience providing administrative support to companies with a staff count of up to 100.

CORE STRENGTHS

- Event Management
- Accounts Payable/Receivable
- Expense Reduction
- Performance Evaluation
- Database Management
- Staff Development
- Teambuilding

CONTACT DETAILS

Cell: (123) 456 7890
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WORK EXPERIENCE

Senior Office Manager

Langlois, Reno, & Erwin
2020 to Present

- In charge of developing efficiency-enhancing workflows
- Assists human resources with hiring and training
- Creates daily reports to measure performance

Administrative Assistant

T. R. Spoonex Corporation
2017 to 2020

- Helped with inventory management
- Was in charge of procuring venues for team building events
- Coordinated with event planners for company assemblies

PREVIOUS EDUCATION

Quarles University

BS in Business Administration, 2016

- Maintained a 3.8 GPA
- Graduated magna cum laude
- Founder and President of the Quarles Business Society
- Managing Editor of the school newspaper

Peterman High School

High School Diploma, Class of 2012

- Maintained a GPA of 3.7
- Graduated with honorable mention
- 2011 Student Council Secretary
- Captain of the cheerleading squad
- School magazine contributor

MY INTERESTS

- Wildlife Photography
- Budget Traveling
- Mountain Climbing
- Swimming
- ChicLit Books
- Solving Crossword Puzzles
- Cooking and Baking
- Kickboxing
- Pilates