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## OBJECTIVE

Office Manager with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.

# YOUR NAME

## EXPERIENCE

**Dec 20XX–Jan 20XX**

Office Manager • Northwind Traders

**Feb 20XX–Dec 20XX**

Administrative Assistant • Wide World Importers

**Mar 20XX–Feb 20XX**

Office Intern • Olson Harris, Ltd.

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

## EDUCATION

**Bellows College, Berkeley, CA**

- Bachelor of Science in Business Administration, 20XX

## COMMUNICATION

As an office manager, 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 and responding to business correspondence, and ensuring effective communication throughout the office.

## LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff 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.

## REFERENCES

Available upon request.