

MOHANA PRIYA M

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.



210 Stars Ave
Berkeley, CA 78910



808.555.0118



dian@example.com



www.greatsiteaddress.com

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.