

CHANCHAL SHARMA

CONTACT INFO

(718) 555-0200
chanchalsharma@gmail.com

EXPERIENCE

OFFICE MANAGER, The Phone Company

Jan 2025 - Current

- Oversee daily administrative operations, scheduling, and supply management for a team of 40+ employees.
- Implemented digital filing and communication systems that reduced administrative errors by 30%.

OFFICE MANAGER, Nod Publishing

Mar 2023 - Dec 2024

- Managed office budgets, purchase orders, and payroll processing in coordination with the finance department.
- Enhanced document management systems to ensure data accuracy and compliance with publishing standards.

OFFICE MANAGER, Southridge Video

Aug 2022 - March 2023

- Maintained office inventory, scheduling, and vendor contracts for a growing multimedia team.
- Assisted in planning promotional events and coordinated logistics for filming projects.

EDUCATION

A.S. H.R. MANAGEMENT

Bellows College
Sep 2021 - May 2022

SKILLS

- Python
- SQL
- Machine Learning
- Data Visualization