

# CHANCHAL SHARMA

## CONTACT INFO

(718) 555-0200  
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## 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