

# Anthony Brown

## Office Manager

### AREAS OF EXPERTISE

Administration

Office procedures

Typing & word-processing

Keyboard skills

Filing

Managing information

Diary management

IT systems

Writing correspondence

Sales cycles

MS Office applications

Record retention

Office management

### CAREER STATEMENT

*"I feel that my greatest strengths are firstly my willingness to take responsibility for all the administrative duties within an office. Secondly my ability to quickly understand my employers needs and goals, and thirdly my positive attitude to dealing with any problems that I may come across."*

Anthony Brown

### PERSONAL SUMMARY

A proactive, resourceful Office Manager who not only has substantial administrative experience at a senior level, but also possesses a competitive spirit along with a strong desire to succeed, exceed goals, and maximize opportunities. Anthony is an expert at continuously improving procedures and outcomes by constantly evaluating the work being undertaken and looking for ways to make things more efficient. He is highly motivated, technologically-adept and very knowledgeable in all aspects of office management. On top of this he is eager to learn new material, skills, and ways to leverage the CEO's and other senior executive's time.

Right now he wants to join an ambitious company that is looking to recruit an Office Manager with the bags of enthusiasm and motivation needed to ensure the smooth running of their office.

### CAREER HISTORY

#### **Recruitment Company - Birmingham**

OFFICE MANAGER Jul 2011- Present

Taking responsibility for all the administrative processes within the office, and for assisting Senior Managers in setting measurable objectives and key performance indicators.

#### **Duties**

- Overseeing the smooth and efficient running of all aspects of the office.
- Liaising with couriers, dispatch teams and managing the post in and out.
- Assisting in the co-ordination of all recruitment activity.
- Establishing stationary requirements for the Office.
- Overseeing the payroll function to ensure it is complete, accurate and timely.
- Processing of all the payroll on a monthly basis.
- Actively working to promote equal opportunities and diversity.
- Identifying the training and development needs of staff.
- Arranging conference calls for senior managers.
- Coordinating company events & activities including lunches, teambuilding events, celebrations, and after work parties.
- Implementing company policies and ensuring employee compliance.
- Coordinating and communicating activities for the Office, including all employee events.
- Recommending changes in office practices and procedures.

#### **Retail Sales - Coventry**

ADMINISTRATOR Feb 09 - Jul 11

Provided general administrative support to enable the smooth and effective running of the office by undertaking any duties and tasks appropriate to the role.

#### **Duties:**

- Assisted the CEO and managers with daily administrative tasks.
- Organised the travel and accommodation arrangements for the group.
- Typing, filing, answering telephone calls and ordering office supplies.
- Worked in cooperation with other business departments.
- Proofread correspondence for spelling, grammar, and layout, then made appropriate changes.
- Maintained office and kitchen supplies & ensuring all areas are presentable.
- Coordinated badge access control and parking permits for staff & visitors.
- Supervised employees, delegated work and assigned tasks.

## PERSONAL SKILLS

*Service orientated*

*Responsiveness*

*Leadership skills*

*Professional judgement*

*Problem solving*

*Super organised*

*Decision making*

*Energetic*

*Self control*

*Excellent communicator*

*Tactful & articulate*

*Problem solving*

*Well organised*

*Influencing skills*

## PROFESSIONAL

*Fire Safety Certificate*

*Advanced First Aid*

*French Speaker*

*German Speaker*

## PERSONAL DETAILS

*Anthony Brown  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0044 121 638 0026  
M: 0870 061 0121  
E: [info@dayjob.com](mailto:info@dayjob.com)*

### *Hospitality Company – West Midlands*

EVENTS ASSISTANT

Aug 2008 – Feb 2009

### *Government Office – West Bromwich*

OFFICE ASSISTANT

Jun 2007 – Aug 2008

### *Clothes Store - Dudley*

SALES ASSISTANT

Oct 2006 – May 2007

### *Local Charity - Birmingham*

VOLUNTEER

Jul 2006 – Oct 2006

## KEY COMPETENCIES AND SKILLS

### *Managerial*

- Ability to understand strategic business requirements.
- Aptitude for directing, motivating and developing teams.
- Ability to manage multiple assignments and projects independently and simultaneously.
- Taking prompt, decisive and corrective action to rectify any short comings.
- Anticipating potential problems & initiating corrective actions to avoid them.
- Improving operational efficiency.
- Empowering employees to do their part.

### *Professional*

- Dedicated to the job with a strong drive to succeed and a can-do attitude.
- Strong listening and questioning skills.
- Solid understanding of computer networking principles.
- Ability to spot issues and opportunities before others.
- Strong work ethic; self-starter; results orientated.
- Able to handle sensitive and confidential situations.
- Operating complex and standard office equipment.
- Providing direction and guidance to all office staff.

### *Personal*

- Acting with the highest ethical standards, and always treating others fairly & with respect.
- An approachable & professional manner.
- Know your limits and seek assistance when needed.
- Willing to be accountable, liable, & answerable for actions & decisions.
- A hands on manager able to lead by example.

## ACADEMIC QUALIFICATIONS

*University of Birmingham,  
BA (Hons) Corporate Hospitality*

**2003 - 2006**

*Central College Birmingham  
Diploma in Business Studies*

**2002 - 2003**

*North Birmingham School*

**1998 - 2002**

A levels:  
Geography (A)  
Maths (A)  
English Literature and Communication (B).  
History of the Modern World (B)  
Physics and Science Combined (A)

**REFERENCES** – Available on request.



**Copyright information - Please read**

© This Office Manager [resume template](#) is the copyright of Dayjob Ltd 2013. Job seekers may download and use this particular resume example for their personal use to help them write their own one. You are also most welcome to link to any page on our site [www.dayjob.com](http://www.dayjob.com). However this CV template must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this template please email: [info@dayjob.com](mailto:info@dayjob.com).