

LEE PHILLIPS

OFFICE MANAGER

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Summary

Lee can ensure the smooth-running of a businesses administrative processes and maintain a offices condition by arranging necessary repairs. Expert at organizing the office layout in an attractive way. On a personal level is able to combine a professional approach with a friendly and welcoming manner. He has experience with a variety of office software and be able to accurately handle administrative duties. Has excellent IT skills including advanced knowledge of Microsoft Excel and Oracle database systems. Currently looking for a suitable managerial position.

Expertise

- Diary management
- Managing budgets
- Office paperwork
- Office procedures
- Schedule meetings
- Office layouts
- Project management
- Interpersonal skills
- One or two words

Work

OFFICE MANAGER
Employers name

2018 - Dates to

Responsible for managing office equipment and broadband etc as necessary, following up warranties and ordering new equipment as necessary. Maintaining the company's social media accounts and updating them on a daily basis. Setting high standards of performance for others.

- Ensuring that various departments, processes, and employees are all working in unison.
- Overseeing and correcting the work of all experienced, new and junior admin staff.
- Arranging for and if required replenishing the office's administrative and catering supplies.
- Communicating with colleagues, clients, and suppliers by phone, email, and video call.

OFFICE MANAGER
Employers name

2017 - 2018

Key skills

PROFESSIONAL

- Can work well under pressure and able to navigate difficult situations in a calm manner.
- Comfortable using a range of IT platforms and specialist packages such as MS Word.
- Defining clerical problems, conducting analysis, and then synthesizing suitable options.

Education

School/College/University name
Subject(s) and grades

Dates i.e. 2015 – 2018

School/College/University name
Subject(s) and grades i.e. Math (A) English (C) Physics (B)

Dates i.e. 2003 – 2006

References

Available on request.



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