



DANIEL SMITH

Office Manager 📍 ORLANDO, FL, 32804, UNITED STATES | 890-555-0401

○ DETAILS ○

143 Main Ave, Orlando, FL, 32804,
United States
890-555-0401
email@example.com

DATE / PLACE OF BIRTH

05/10/1983
Orlando, FL

NATIONALITY

USA

DRIVING LICENSE

Full

○ SKILLS ○

MS Office
Expenses
Budget Administration
Team Management
Vendor Management
Schedule Coordination
Event Planning
Hiring & Onboarding

👤 PROFILE

Organized, efficient, and experienced Office Manager with 10+ years of experience managing offices, ranging from 4-20 members, in the publishing, insurance, and real estate industries.

📁 EMPLOYMENT HISTORY

Office Manager at ProPublica, Orlando, Florida

April 2015 – April 2018

ProPublica is an American nonprofit organization that produces investigative journalism in the public interest. As the Office Manager of the Orlando market, was responsible for the end-to-end oversight of a 20 person office. Core activities included:

- Ensuring coverage of the front desk, in conjunction with the receptionist, during normal business hours
- Designing systems and processes to ensure the office runs smoothly
- Managing, selecting, and ordering office supplies, furniture, and goods
- Planning, organizing, and facilitating regular and ad hoc office meetings
- Planning, communicating, and executing wellness programs, events, and community outreach initiatives

Office Manager at SimiliarWeb, Orlando, Florida

April 2012 – April 2015

SimiliarWeb is an American insurance brokerage offering health, dental, and life insurance policies. As an Office Manager, oversaw a team of 10 in-office and 5 remote staff. Core activities included:

- Managing and delegating all administrative and logistical work for the office
- Allocating and maintaining the office budget, including oversight of all purchases, expense accounts, and invoices
- Coordinating human capital and HR responsibilities, including hiring, onboarding, and training
- Working with the corporate marketing team to ensure the office has material tailored to the area and target clientele

Office Manager at The American Real Estate Company, Orlando, Florida

April 2010 – April 2012

The American Real Estate Company buys, sells, and rehabilitates assets in the Greater Orlando area. As an Office Manager, oversaw an office of 5 members, in addition to an off-site real estate team of 6. Core activities included:

- Handling all incoming phone calls and triaging internal and external requests
- Managing all office functions, including records, reports, filing, and invoices
- Coordinating staff calendars, including the scheduling of weekly meetings
- Creating presentations and marketing material for real estate brokers and clients regarding services offered

 EDUCATION

 Valencia Community College, Orlando, Florida

September 2000

Degree: Associate of Arts Degree