

Daniel Smith, Office Manager

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

Date of birth	05/10/1983	Nationality	USA
Place of birth	Orlando, FL	Driving license	Full

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

Apr 2015 – Apr 2018 **Office Manager, ProPublica** Orlando, Florida

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

Apr 2012 – Apr 2015 **Office Manager, SimiliarWeb** Orlando, Florida

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

Apr 2010 – Apr 2012 **Office Manager, The American Real Estate Company** Orlando, Florida

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

Sep 2000 **Valencia Community College, Associate of Arts Degree** Orlando, Florida

SKILLS

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