

DANIEL SMITH

OFFICE MANAGER

INFO

Address 143 Main Ave,
Orlando, FL, 32804,
United States

Phone 890-555-0401

Email email@example.com

DATE / PLACE OF BIRTH

05/10/1983
Orlando, FL

DRIVING LICENSE

Full

NATIONALITY

USA

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, ProPublica

Orlando, Florida

Apr 2015 - Apr 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, SimiliarWeb

Orlando, Florida

Apr 2012 - Apr 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, The American Real Estate Company

Orlando, Florida

Apr 2010 - Apr 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, Associate of Arts Degree
Sep 2000

Orlando, Florida