



# 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, ProPublica

Apr 2015 – Apr 2018, 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

### Office Manager, SimiliarWeb

Apr 2012 – Apr 2015, 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

### Office Manager, The American Real Estate Company

Apr 2010 – Apr 2012, 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

### **Valencia Community College, Associate of Arts Degree**

Sep 2000, Orlando, Florida