



# Daniel Smith

Office Manager

ORLANDO, FL, 32804, UNITED STATES

## Details

143 Main Ave, Orlando, FL, 32804, United States  
890-555-0401  
[email@example.com](mailto: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

Associate of Arts Degree, Valencia Community College, Orlando,  
Florida

September 2000