

# MARY O'CONNOR

Office Manager

## INFO

### ADDRESS

1515 Pacific Ave, Los Angeles, CA  
90291, United States

### PHONE

(541) 754-3010

### EMAIL

resumeviking.com/templates/

### PLACE OF BIRTH

San Antonio

### DRIVING LICENSE

Full

### NATIONALITY

American

## SKILLS

Quickbooks



Strong Communication Skills



Leadership Skills



Motivated Attitude



## LANGUAGES

French



## PROFILE

Seasoned Office Manager with the ability to cultivate strong business relationships and lead productivity. Bringing forth 20 years of experience streamlining business systems and managing a large volume of office personnel. Known for demonstrating superior interpersonal skills and influencing clear and effectual communication between employees. Eager and ready to bring my knowledge, expertise, and passion to another company.

## EMPLOYMENT HISTORY

### Office Manager, Butler Maintenance, Inc.

Jersey City

Jun 2015 — Present

- Recruited, supervised, and led a staff up to 60, ensuring thorough training and confidence in individual work.
- Delegated and monitored clerical and administrative tasks to increase work flow.
- Built an effective team of workers that increased customer satisfaction by setting values of quality and acknowledging and rewarding employees for outstanding work and challenges conquered.
- Maximized productivity by developing an atmosphere of open communication, awareness, and constant improvement.
- Interviewed applicants and hired new qualified staff members that contributed to company success.
- Initiated purchase order requests and led staff performance to meet the needs of clients.

### Office Manager, Selby Construction

Jersey City

Jun 2013 — Jun 2015

- Managed and coached several office employees, and assigned and evaluated workloads to ensure productivity.
- Designed and implemented helpful office processes and policies.
- Reviewed and maintained all vendor contracts, office equipment, online software, and supply inventory.

- Promoted a healthy work environment for all employees by overseeing and mentoring internal office relationships, and utilizing effective communication and problem solving skills.
- Coordinated and conducted performance reviews and operations to guarantee top business yield and best-effort results.

### **Front Office Manager, Jill Productions**

Louisville

Jan 2010 — Jun 2013

- Managed front desk operations and customer interactions.
- Answered phones, created meeting itineraries, scheduled appointments, and maintained office calendar and new customer log.
- Utilized excellent problem solving skills to ensure 100% customer satisfaction.
- Measured employee performance and productivity.
- Streamlined systems and processes to increase efficiency and overall business operations.
- Mediated employee disputes, encouraging a positive and healthy environment.

May 2020 — May 2020

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## **EDUCATION**

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### **Bachelor of Communications, The College of New Rochelle**

New Rochelle

Jun 2001 — Jun 2005

### **High School Diploma, Iona High School**

New Rochelle

Aug 1997 — May 2001

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## **REFERENCES**

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### **Janice Hayeworth**

Butler Maintenance, Inc.

hayeworth@butler.org

212-374-4958

### **Steve Lewpinsky**

Selby Construction

office@selbyinc.org

318-293-0092

### **Miranda Doohan**

Jill Productions

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