**Jane M. Lawrence**
**24 Lincoln Way, Sometown, WY 82001
555-555-5555 | someone@somedomain.com**

**PROFILE**

Administrative professional eager to leverage five years of experience and office management certification to secure an office manager position. Highly organized, efficient and skilled in a variety of office support tasks, including:

|  |  |
| --- | --- |
| * Office Organization & Administration
* Records & Database Management
* General Bookkeeping (A/P & A/R)
* Telephone & Front Office Reception
 | * Spreadsheets & Reports
* Scheduling & Calendaring
* Meeting & Event Planning
* Filing & Data Entry (75 WPM)
 |

**EXPERIENCE**

ABC AGENCY -- Sometown, WY -- *Professional temp services agency*
**Administrative Assistant / Receptionist / Payroll Clerk,** 2012 to Present

Handled temporary assignments for diverse clients (e.g., high tech, manufacturing, real estate, government and education). ***Results:***

* Demonstrated the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time.
* Identified billing errors and recovered $5,500 in vendor overpayments. Implemented tracking mechanisms to prevent future recurrences.
* Created databases and spreadsheets that improved inventory management and reporting accuracy.

ACME INC. -- Sometown, WY -- *Midsize marketing and PR firm*
**Office Assistant,** 2004 to 2012

Provide administrative and executive support within busy office. Manage executive team's calendar; plan client meetings; prepare reports, spreadsheets and presentations; manage records; and administer database. ***Results:***

* Earned "outstanding" ratings on annual reviews for the past three years. Recognized for high-quality work, organizational strengths and exceptional customer service delivery.
* Praised by supervisor for excellent performance as interim office manager (supervising three staff) during her eight-week leave.
* Became Acme's primary creator of PowerPoint presentations and the main troubleshooter of MS Office issues.

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* Excelled within deadline-intensive environment, ensuring the accurate and on-time completion of all projects.

**EDUCATION**

XYZ COMMUNITY COLLEGE - Sometown, WY
**Certificate in Office Management,** 2009. *Program Highlights:*

|  |  |
| --- | --- |
| * Organizational Management
* Business Communications
* Leadership & Supervision
* Project Management
 | * Human Resource Management
* Office & Computer Systems
* Critical Analysis
* Interpersonal Relations
 |

**COMPUTER SKILLS**

* MS Word, Excel, PowerPoint, Access, Outlook, Visio
* ACT!
* Oracle
* Windows XP/Vista through 10