

# Jane M. Lawrence

24 Lincoln Way, Sometown, WY 82001

555-555-5555 | someone@somedomain.com

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## 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)

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## 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.

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## 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

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## COMPUTER SKILLS

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