**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