

## **Pat Brown**

123 Main Street, Any Town, STATE, 10001 | [email@email.com](mailto:email@email.com)

### **OBJECTIVE**

Experienced senior-level office manager looking for a management and supervisory position in a mid- to –large-size Fortune 500 environment, preferably in the high-tech sector.

### **QUALIFICATION SUMMARY**

- Mature, optimistic, sunny-side-up personality.
- Power user of all MS Office applications (Word, Excel, Access, Powerpoint).
- Excellent written and oral communication skills.
- Ease of communication with upper management.
- Great record-keeping and filing habits and knowledge.

### **WORK EXPERIENCE**

#### **SOUTHERN BELL Inc.**

Office Manager

Jackson, MS  
2001 – Present

- Managed an office of 37 staffers in 3 different departments and a total annual budget of \$2.8 mil.
- Supervised file management and client communications.
- Negotiated wholesale deals with office supply companies.
- Approved all display and classified corporate ads.
- Hired and fired all office personnel and supervised the development of Office Rules and Guideless Handbook.
- Wrote quarterly office performance reports and presented them to the Senior Management.

#### **TRI-STATE WIDGET WORKS**

Office Manager

Durham, NC  
1997-2001

- Hired office staff and determined their job descriptions.
- Set up and supervised all work schedules.
- Mediated staffer complaints and resolved them in time.
- Trained junior staffers in how to use office machines and MS Office applications.

**PRISTINE TRUCKING**

Charlottesville, VA

Office Clerk (promoted to) Office Manager

1991 – 1997

- Hired and fired office staff (as Office Manager).
- Maintained all office records in good shape and made sure they were all retrievable on short notice (as Office Manager).
- Made sure the office never ran out of supplies (as Office Clerk).
- Wrote and mailed all office communications (as Office Clerk).

**EDUCATION****Boston Community College**

Boston, MA

Associate Degree in Business Administration

February 1991

**REFERENCES**

Available upon request.