

Amina Rodriguez

amina.rodriguez@example.com • (555) 123-4567 • Austin, TX • linkedin.com/in/aminarodriguez

SUMMARY

Detail-oriented Office Manager with over 5 years of experience in optimizing office operations and enhancing team productivity. Proven track record in project management, budget oversight, and employee relations, fostering a collaborative work environment.

EXPERIENCE

Office Manager

Jan 2022 - Present

Tech Innovations LLC, Austin, TX

- Increased office efficiency by 30% through the implementation of a new document management system.
- Managed a budget of \$250,000, reducing operational costs by 15% over one year.
- Trained and supervised a team of 5 administrative staff, improving overall team performance ratings by 20%.

Administrative Coordinator

Mar 2019 - Dec 2021

Creative Solutions Inc., Austin, TX

- Streamlined scheduling processes, reducing appointment conflicts by 40%.
- Developed and maintained a filing system that saved an average of 10 hours per month in document retrieval.
- Assisted in the planning and execution of corporate events, improving employee engagement scores by 25%.

Receptionist

Jun 2017 - Feb 2019

Global Enterprises, Austin, TX

- Improved customer satisfaction ratings by 30% through exceptional service and effective communication.
- Implemented an electronic check-in system, reducing wait times for clients by 50%.
- Managed office supplies inventory, decreasing overhead costs by 10%.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Microsoft Office Suite, Google Workspace, QuickBooks, DocuSign

Tools & Frameworks: Asana, Trello, Slack