

[Your Name]
[Street Address], [City, ST ZIP Code]
[phone]
[e-mail]

OBJECTIVE A position as an office manager

SKILLS

- 8 years experience as an office manager.
- Skilled in running the office smoothly, developing working procedures and working under pressure in a fast paced environment.
- Highly motivated, responsible with good emotional intelligence skills.

EMPLOYMENT HISTORY **Office manager**, Greenalgae, Inc. February 2000-March 2008
New York, NY

- Established the head office of Greenalgae.
- Responsible for all business office duties and administrative tasks.
- Prepared all written correspondence and administrative reports for the executive board.

Secretary, Sloan and Sloan law office March 1998-January 2000
New York, NY

- Personal secretary to law office chief litigator.
- Responsible for schedule, correspondence and all other administrative tasks.

Day care attendant, Child world, Inc. April 1996-January 1999
New York, NY

- Provided daily care, attention and love to 20 two to three year old children.

ACTIVITIES **Volunteer coach for handicapped children** , Community Center
New York, NY