**First Name Last Name**

PH: ###, ###, ####

EMAIL ADDRESS HERE LINKEDIN.COM PROFILE

**HIGHLIGHTS OF QUALIFICATIONS**

* Over 20 years combined experience in office and store management, nonprofit and corporate environments focused on achieving and exceeding goals and expectations, and maintaining strong relationships
* Experience in P & L, daily accounting, budget, forecasting, and payroll functions with a successful history of meeting and beating established budgets and goals through strong fiscal responsibility
* Designated point of contact for local and national vendors, patent and corporate attorneys, financial institutions, employees, and management. Other areas to high – teaming, leadership technical

**PROJECT MANAGEMENT**

* Centralized and administered confidential corporate, legal, and investor documentation
* Developed and implemented administrative policies and procedures for office staff, co-workers, and senior management to ensure an efficient, effective, and productive office
* Oversaw and performed office management related to answering phones and handling customer concerns
* Handled shipping and receiving, vendor management and follow up through systematic communication
* Developed, executed, and communicated employment policies and procedures to ensure legal and ethical compliance, employee satisfaction and management compliance

**LEADERSHIP/MANAGEMENT**

* Recruited, interviewed, and assisted in the selection of professionals essential to company success by working with national recruiting companies and management to develop job descriptions and criteria
* Responsible for organization and maintenance of employee files to ensure legal compliance, confidentiality, and efficient development and office administration duties for local cable system
* Performed annual review and selection of employee health, dental and disability insurance, completed and conducted employee reviews quarterly and annually for 5-15 employees

**OPERATIONS & BUDGET**

* Supervised team responsible for cable system building monitoring by responding to system alarms
* Established and managed lawn care/snow removal, cleaning/security contracts for office/system buildings
* Responsible for receiving, reviewing, logging in, tagging, and storage of merchandise and equipment
* Responsible for the repair or return and refund of damaged or incorrect merchandise and equipment by leading appropriate vendors and representative through established procedures
* Aided in development and population of web-based database to track inventory in two locations

**EMPLOYMENT**

Employer Here, City, ST Job Title DATE

Employer Here, City, ST Job Title DATE

Employer Here, City, ST Job Title DATE

**EDUCATION**

The University of Iowa, Iowa City, IA

Master of Business Administration DATE

Undergraduate Institution Here, City, ST

Bachelor of Arts: Psychology DATE

**ADDITIONAL INFORMATION**

List technical, language proficiencies, leadership, personal achievement, technical, or other specific skills here