**Office Administrator Resume Template**

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**Objective**

To work as an Office Administrator for a retail or manufacturing company

**Summary of Qualification**

* More than 6 years experience as an office administrator for building owner being rented out to a large consumer manufacturing company
* Excellent communication, negotiation and people management skills

**Career Experience/Job History**

**2003 – Present: Office Administrator, Building Rentals, Belkin Industries, CA**

* Conduct periodic and random inspection of building site and surrounds to ensure the entire premise remains acceptable to prospective tenants
* Document all changes and improvements to building and facilities
* Coordinate with building occupants to ensure consistent application of building maintenance standards.
* Liaise with local and state building regulatory authorities in implementing structures that may have ecological impact.
* Ensure that offices have the minimum supplies as contracted for.
* Coordinate with IT and telecommunications staff to ensure that offices have the telecoms and internet access as contracted.
* Accept and process tenant payments and any payments for office services performed.

**Education**

2005 – Present:  various in-house seminars and workshops

2002 – 2005: BA Commerce, UCLA

**Professional references to be furnished upon request**