

Michael A. Jarvis

123 Main Street, San Francisco, CA 94122

Home: 000-000-0000 | Cell: 000-000-0000

email@example.com

Professional Summary

Versatile Administrative Manager who applies exceptional organizational skills while overseeing both smaller and larger administrative teams. Adept at coordinating meetings and conference calls planning itineraries and designing detailed spreadsheets. Focused on ensuring efficient office operations through effective management methods.

Core Qualifications

- Capable of managing multiple tasks with an emphasis on retaining quality standards
- Ability to quickly assess and prioritize projects and office tasks
- Familiar with all MS Office Suite applications
- Proficient at evaluating problems and quickly devising practical solutions
- Ability to meet tight deadlines
- Good team player and motivator
- Excellent research skills
- Solid communications skills

Experience**Administrative Manager**

5/1/2001 - 7/1/2005

New Parkland Manufacturing

New Parkland, CA

- Prepared expense reports and corporate presentations.
- Served as liaison between senior management and clients.
- Worked to streamline flow of interoffice communications.
- Prepared staff work schedules.

Administrative Manager

7/1/2005 - 9/1/2009

XYC Data Management Solutions

New Parkland, CA

- Organized management and staff calendars and provided appointment reminders.
- Handled cash receipts and tracked cash withdrawals.
- Designed project-specific spreadsheets and PowerPoint presentations.

Administrative Manager

9/1/2009 - Present

ABC Corporation

New Parkland, CA

- Made travel arrangements including booking hotels and arranging for transportation.
- Coordinated meetings and ensured that conference room was ready for in-house meetings.
- Hired trained and supervised administrative staff members.
- Worked to improve overall office productivity.
- Prepared staff schedules and ensured timely pay disbursements.

Education**Bachelor of Science - Business Administration**

2001

University of California

New Parkland, CA

Human Resources Management Certificate -

2002

New Parkland School of Business

New Parkland, CA.