

Ricki Gollob

Office Administrative Manager

✉ ricki.gollob@gmail.com
☎ (384) 664-9842
📍 W 114th Pl, Westminster, CO 80021

Education

Associate's degree in business administration or office management at University of Houston

Aug 2013 - May 2017

I have learned how to manage a business and its office through my Associate's degree in business administration or office management.

Links

[linkedin.com/in/rickigollob](https://www.linkedin.com/in/rickigollob)

Skills

Office Administration

Office Management

Administrative Skills

Communication Skills

Organizational Skills

Time Management

Languages

English

Bengali

Hobbies

Reading

Profile

I am an experienced office administrator manager with over 5 years of experience. I have a proven track record in managing and coordinating office operations and activities. I am highly organized, efficient and resourceful, with excellent time management skills. I possess excellent written and verbal communication skills, as well as interpersonal skills. I am able to work independently or as part of a team, and can adapt to changes easily.

Employment History

Office Administrative Manager at AT&T, TX

May 2022 - Present

- Hired and trained a team of 5 office administrators who provided support for a busy office of 50+ employees.
- Implemented a new filing system that reduced the time spent looking for documents by 30%.
- Negotiated with vendors to reduce costs of office supplies by 15%.
- Planned and executed company-wide events such as holiday parties and summer picnics for up to 200 attendees.
- Wrote and distributed monthly newsletters to keep employees updated on company news and announcements.

Office Administrative Assistant at ExxonMobil, TX

Jul 2017 - Apr 2022

- Answered and directed an average of 60 calls per day.
- Completed data entry for 500 customer orders.
- Processed 100 invoices per week.
- Organized and filed 150 client documents.
- Managed office supplies budget of \$500/month.

Certificates

Certified Administrative Professional (CAP)

Jan 2021

Certified Office Manager (COM)

May 2019

Memberships

American Management Association

International Association of Administrative Professionals