

# Rivky Delore

Office Manager

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## Details

[rivky.delore@gmail.com](mailto:rivky.delore@gmail.com)

(647) 620-3368

Pine Street, Philadelphia, PA 19103

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## Profile

I am an experienced office manager with over 5 years of experience in managing day-to-day operations and providing administrative support. I have a proven track record in streamlining processes, improving efficiency and reducing costs. I am highly organised and thrive in fast paced environments. I possess excellent communication skills and am able to build strong working relationships both internally and externally.

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## Employment History

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### Office Manager at UPMC, PA

Mar 2022 - Present

- Hired and trained a team of 5 office assistants.
- Implemented a new filing system that reduced paperwork by 50%.
- Created a database that streamlined client information and increased efficiency by 30%.
- Negotiated with vendors to reduce office supply costs by 20%.
- Planned and executed company-wide events for up to 200 employees.

### Assistant Office Manager at Geisinger, PA

Aug 2017 - Feb 2022

- Hired and trained a team of 5 office assistants.
- Implemented a new filing system that reduced search time for documents by 50%.
- Negotiated with vendors to get a 10% discount on office supplies.
- Designed and implemented a new customer service process that reduced customer wait times by 30%.
- Led the implementation of a new CRM system that increased sales conversions by 20%.

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## Education

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### High School Diploma at Upper Moreland High School, Willow Grove, PA

Aug 2013 - May 2017

I've learned how to read, write, and do basic math.

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## Links

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