

Amandy Grammatico

Office Manager

Profile

As an Office Manager with over 5 years experience, I have a proven track record of streamlining office operations and procedures to increase efficiency. I am highly organized and thrive in fast-paced environments. My interpersonal skills are superb, allowing me to effectively manage staff and resolve conflicts. Above all, I am committed to the success of my team and company.

Employment History

Office Manager at Office Depot, NV

Mar 2022 - Present

- Hired and trained a team of 5 office administrators.
- Implemented a new filing system that reduced paperwork by 50%.
- Negotiated with vendors to reduce office expenses by 10%.
- Spearheaded the planning and execution of the company's annual holiday party for 200 employees.
- Created and managed the budget for the office, which resulted in a \$5,000 surplus.

Assistant Office Manager at OfficeMax, NV

Sep 2017 - Feb 2022

- Trained and oversaw a team of 5 office assistants.
- Organized and maintained filing system for important company documents.
- Created a new process for incoming clientele which increased efficiency by 25%.
- Answered an average of 100 phone calls per day.
- Managed daily office operations including but not limited to: ordering supplies, scheduling appointments, coordinating meetings, etc.

Certificates

Certified Administrative Professional (CAP)

Mar 2021

Certified Office Manager (COM)

Jun 2019

Memberships

American Management Association

International Association of Administrative Professionals

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📍 Elm Street, New York, NY 10001

Education

High School Diploma at Reno High School, Reno, NV

Sep 2013 - May 2017

I have learned how to read, write, and do math.

Links

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

Skills

Microsoft Office

Google Suite

Customer Service

Data Entry

Filing/Organization

Scheduling

Multi-tasking

Languages

English

Bengali

Hobbies

Organizing

Filing

Scheduling