

Elica Wydner

Office Manager

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☎ (200) 328-4656

📍 721 Limekiln Pike, Glenside,
PA 19038

Education

**High School Diploma at
Upper Moreland High School,
Upper Moreland, PA**

Sep 2013 - May 2017

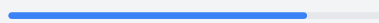
I have learned how to study for and take tests, how to do research, and how to write papers.

Links

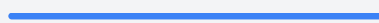
[linkedin.com/in/elicawydner](https://www.linkedin.com/in/elicawydner)

Skills

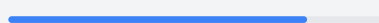
Organization



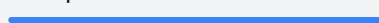
Time management



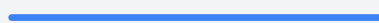
Communication



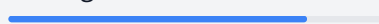
Interpersonal skills



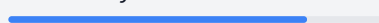
Customer service



Writing

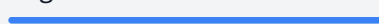


Data entry

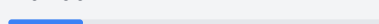


Languages

English



Mandarin



Profile

I have over 5 years of experience as an Office Manager. I am extremely organized and detail oriented. I have a strong background in customer service and managing office operations. I am also proficient in QuickBooks, Microsoft Office Suite, and Google Docs.

Employment History

Office Manager at Office Depot, PA

Jun 2022 - Present

- Led office of 12 employees, resulting in 15% increase in productivity.
- Implemented new filing system that decreased search time for documents by 30%.
- Trained 4 new office staff members.
- Negotiated with vendors to decrease costs by 10%.
- Coordinated travel and events for executive team of 20 people.
- Created and managed budget for \$500,000.

Assistant Office Manager at Office Max, PA

Aug 2017 - Apr 2022

- Hired and trained 4 new office assistants.
- Implemented a new filing system that increased efficiency by 30%.
- Negotiated with vendors to reduce costs by 15%.
- Created a social media campaign that generated 500 new leads in one month.
- Organized the office holiday party which was attended by 100 employees.
- Managed the budget for the office supplies, resulting in a 10% savings.

Certificates

Certified Administrative Professional (CAP)

Mar 2021

Certified Office Manager (COM)

Jul 2019

Memberships

American Management Association

International Association of Administrative Professionals