

# Jhaniah Orne

Office Manager

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## Education

### High School Diploma at Pinnacle High School, AZ

Aug 2013 - May 2017

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

## Links

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

## Skills

Organization

Time management

Communication

Interpersonal skills

Customer service

Writing

Data entry

## Languages

English

Portuguese

## Hobbies

Organizing

Crafting

Baking

## Profile

I have over 5 years of experience as an Office Manager. I am highly organized and efficient, with a keen eye for detail. I have successfully managed office operations and ensured the smooth running of administrative functions. I possess excellent communication and interpersonal skills, which allow me to effectively liaise with staff at all levels.

## Employment History

### Office Manager at Office Depot, AZ

Jun 2022 - Present

- Hired and trained a team of 15 office staff members.
- Implemented a new filing system that decreased average response time to client requests by 20%.
- Successfully managed the office budget, resulting in a 10% decrease in overall spending.
- Led weekly team meetings to increase communication and collaboration among staff.
- Created and distributed monthly newsletter to keep employees updated on company news and events.

### Assistant Office Manager at Office Max, AZ

Aug 2017 - May 2022

- Created and managed an annual budget of \$100,000.
- Hired and trained a staff of 5.
- Implemented new office procedures that increased efficiency by 25%.
- Negotiated with vendors to get discounts on office supplies and furniture.
- Coordinated company-wide events such as holiday parties and team-building retreats.

## Certificates

### Certified Administrative Professional (CAP)

Jan 2021

### Certified Office Manager (COM)

Jul 2019

## Memberships

American Management Association

International Association of Administrative Professionals