

Manila Cofiell

Office Manager

✉ manila.cofiell@gmail.com

☎ (845) 438-3781

📍 4394 Oakwood Dr, Fairfax, VA 22032

EDUCATION

High School Diploma at George Mason University

Sep 2013 - May 2017

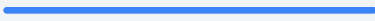
I have learned how to read, write, and do math.

LINKS

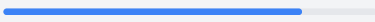
[linkedin.com/in/manilacofiell](https://www.linkedin.com/in/manilacofiell)

SKILLS

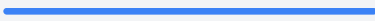
Organization



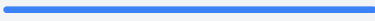
Time management



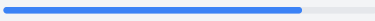
Communication



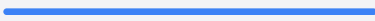
Interpersonal skills



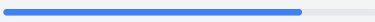
Customer service



Writing

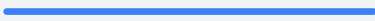


Data entry

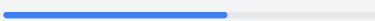


LANGUAGES

English



Hindi



HOBBIES

Organizing

Filing

Typing

PROFILE

I have over 5 years of experience as an Office Manager, and I am confident in my ability to manage office operations and staff. I have a proven track record of increasing efficiency and productivity in the workplace, and I am passionate about creating a positive work environment for employees. In addition to my administrative skills, I also possess strong communication and interpersonal skills which allow me to effectively collaborate with colleagues at all levels.

EMPLOYMENT HISTORY

● Office Manager at Office Depot, VA

Mar 2022 - Present

- Hired and trained a team of 5 office assistants.
- Implemented a new filing system that reduced paperwork by 50%.
- Negotiated with vendors to get 20% discounts on office supplies.
- Set up an employee recognition program that boosted morale by 25%.
- Planned and executed company-wide holiday party for 200 employees.
- Organized the relocation of the entire office to a new building.

● Assistant Office Manager at Staples, VA

Sep 2017 - Jan 2022

- Successfully managed office operations and maintenance for a team of 12 employees.
- Coordinated schedules, travel arrangements, and events for the executive staff.
- Designed and implemented an efficient filing system that reduced paperwork by 50%.
- Created a database that tracked inventory levels and budgeted spending to save the company \$2000 annually.
- Led monthly meetings with department heads to discuss progress towards goals.
- Wrote proposals which generated \$15000 in new business.

CERTIFICATES

Certified Administrative Professional (CAP)

Feb 2021

Certified Office Manager (COM)

Sep 2019

MEMBERSHIPS

American Management Association

International Association of Administrative Professionals