

Kawan Frishberg

Senior Office Manager

✉ kawan.frishberg@gmail.com

☎ (687) 407-5861

📍 S Dunes Dr,
Sioux Falls, SD 57106

EDUCATION

Bachelor of Science in Business Administration at University of South Dakota

Aug 2013 - May 2017

Some skills I've learned are: critical thinking, problem solving, teamwork, and effective communication.

LINKS

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

SKILLS

Office Management

Organizational Skills

Time Management

Communication Skills

Interpersonal Skills

Writing Skills

Research

LANGUAGES

English

Bengali

HOBBIES

Organizing

Crafting

Baking

PROFILE

I am a senior office manager with over 5 years of experience in the field. I have worked extensively with teams of all sizes and have been responsible for managing both small and large scale projects. My skills include excellent communication, problem solving, time management, and leadership. I am also proficient in Microsoft Office Suite (Word, Excel, PowerPoint) as well as various project management software programs.

EMPLOYMENT HISTORY

● Senior Office Manager at Dakota Office Products, SD

Apr 2022 - Present

- Oversaw office of 50 employees, managed budget of \$2 million.
- Hired and trained new office staff.
- Implemented new office procedures that increased efficiency by 15%.
- Negotiated with vendors to get best prices for office supplies.
- Coordinated company-wide events such as holiday parties and employee appreciation days.

● Office Manager at Office Depot, SD

Jul 2017 - Mar 2022

- Negotiated a new office lease, resulting in a 15% reduction in monthly expenses.
- Reviewed and processed invoices for accuracy, resulting in a 10% decrease in vendor overcharges.
- Implemented a new filing system that decreased average file retrieval time by 30%.
- Hired and trained two new administrative assistants, increasing departmental productivity by 20%.
- Planned and executed the company's annual holiday party for 200 employees, under budget.

CERTIFICATES

Certified Office Manager (COM)

Dec 2020

Certified Administrative Professional (CAP)

May 2019

MEMBERSHIPS

American Management Association

Society for Human Resource Management