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|  |  | DIAN NUGRAHAExperienceDec 20XX–Jan 20XXOffice Manager **•** Northwind TradersFeb 20XX–Dec 20XX Administrative Assistant **•** Wide World ImportersMar 20XX–Feb 20XXOffice Intern **•** Olson Harris, Ltd.Developed and implemented office policies and procedures to improve office efficiency and reduce costs. EducationBellows College, Berkeley, CA* Bachelor of Science in Business Administration, 20XX

CommunicationAs an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.LeadershipI have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.ReferencesAvailable upon request. |
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| Marker | 210 Stars AveBerkeley, CA 78910 |
|  |
| Receiver | 808.555.0118 |
|  |
| Email | dian@example.com |
|  |
| World | www.greatsiteaddress.com |
| ObjectiveOffice Manager with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth. |  |