Carolyn Young
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**Job Objective :** To seek employment as Office Manager Assistant in my desired field.

**Professional Skills**

Huge working experience in an administrative support role
Profound knowledge of Microsoft Office tools
Proficient with MS Outlook
Ability to work a flexible schedule
Ability to perform multiple tasks
Ability to schedule activities

**Professional Experience**

Office Manager Assistant, 2009 - Present
SNI Companies - Washington, DC

Maintained open communication with other departments.
Prepared and conducted performance evaluations.
Maintained effective communication through email and shift reports within the hotel.
Maintained records by defining procedures for retention.
Maintained equipment by planning equipment procurement and maintenance.
Answered incoming telephone calls for the purpose of screening calls.

**Education**

Bachelor's Degree in Business Administration, 2009
Central Connecticut State University, New Britain, CT
GPA 3.22 (on scale of 4.0)