Carolyn Young   
3064 Pallet Street   
New York, NY 10013   
Tel# (222)-312-3482   
E-mail: carolyn@resumesamples.info   
  
**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)