**Alexander S. Gilbert**

4051 Stonecoal Road

Mansfield, OH 44902

Phone: 419-345-7289

Email: alexanders.gilbert@anymail.com

**Job Objective:**

Highly-motivated, helpful and confident Office Manager adept at performing various functions such as scheduling team meetings, maintaining office supplies, and handling administrative duties. Certified professional with over 5+ years of experience in facilities maintenance and management, purchasing or preparing reports. Detail-oriented with good communication skills.

**Summary of Skills:**

* Skilled in supervising staff and managing daily office routine
* Ability to assign task and ensure timely completion
* Adept at filling requisition forms for office supplies, and maintain inventory
* Outstanding leadership, team-building, and supervisory skills
* Strong inventory management, time management, and organizational skills
* Remarkable prioritization, planning, and records management skills

**Work Experience:**

Office Manager

Remington Enterprises, Mansfield, OH

September 2016 – Present

* Assisting the management department in planning events/conference meets as well as booking halls, seminar rooms, etc.
* Supervising office functions, maintaining efficiency, and conducting inspection on office equipment
* Coordinating with different departments to understand issues in the office equipment, and arranging necessary repairs
* Managing recruitment, orientation, and training of employees
* Analyzing daily, weekly, and monthly reports, and presenting summarized information to the management
* Managing contract or price negotiations with office vendors and service providers

Assistant Office Manager

Remington Enterprises, Mansfield, OH

April 2014 – August 2016

* Prepared and monitored monthly budget for various departments to handle purchases/expenses
* Identified trends in the market by analyzing customer demands, and prepared special reports for the senior management
* Prepared payroll, organized office functions, designed filing systems, and supervised clerical operations
* Verified and approved travel expense bills presented by office staff
* Liaised between staff and management, including cleaning, security and daily catering services as needed
* Maintained a sufficient inventory of office supplies, and ensured proper maintenance of the office equipment
* Assisted the HR department in hiring or firing of employees as well as resolving disputes among the team members

Junior Office Clerk

Clark Industries Pvt. Ltd., Mansfield, OH

July 2011 – March 2014

* Prepared monthly sales reports by collecting data and assembled records, business documents, charts for discussions/meetings between senior executives
* Sorted and distributed incoming mails, and prepared outgoing mail such as packaging, envelopes or fax letters
* Maintained and revised procedural lists, controlled records, and processed source data
* Operated computer systems and software to input correct client data into the database, and produced weekly reports/documents as needed
* Answered incoming calls to take messages or handle basic queries and redirected urgent calls to appropriate colleagues as needed
* Ensured adequate supply of the required stock at office and prepared monthly order list for the same

**Education:**

* Bachelor's Degree in Business Management   
  The Ohio State University, Mansfield, OH   
  2011

**Certification:**

* Certified Administrative Professional – IAAP, 2014

**Reference:**

On request.