

## Sample Resumes- Clerical/Managerial

In looking for phrases to utilize in her resume, Laura looked up the job description for "office Manager" in the Directory of Occupational Titles. Try it - it works! (See Laura's cover letter on page 88 and her follow up letter on page 88.)

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Ricksville, N.Y. 11801  
(516) 555-1212

Objective: Office Manager

### Professional Summary

- \* 13 years proven track record in office management
- \* Special talent in analyzing situations and resolving problems
- \* Creativity in budgeting and cost cutting procedures
- \* Speaking/reading ability in English, Spanish, French and Portuguese
- \* Experience in managing multi-cultural office
- \* Achieved numerous citations for outstanding performance

### Relevant Experience

Office Manager 1986 - present  
Gestano International-Widget Division Long Island, N.Y.

As office manager of a 60 person office, coordinate all aspects of daily operations for clerical and paraprofessional personnel. Analyze and organize procedures and flow of work for typing, bookkeeping, preparation of payrolls, flow of correspondence, requisition of supplies. Establish uniform correspondence procedures. Oversee supply budget of \$300,000.

Assistant Office Manager 1979 - 1986  
ABC Manufacturing Hempstead, L.I.

Responsible for clerical employees in a multi-lingual, international manufacturing company. Formulated procedures for systematic retention and retrieval of records, with separate files in English, Spanish and French. Initiated cost reduction programs to reduce waste for a savings of over \$50,000. Prepared employee ratings and assisted in employee benefit and insurance programs.

### Education

B.S. - Business Administration  
Major - Organizational Management  
C.W. Post, 1979

Over 20 graduate hours in Business Administration with courses in Finance; Employee Benefits; Motivation; Accounting; Management

### Language Skills

Conversational competence in Spanish, French and Portuguese.