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# ADMINISTRATIVE SERVICES MANAGER RESUME

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## Summary:

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More than ten years of experience in administrative services; with in-depth knowledge of running office admin services, with a proven ability to develop administrative and clerical procedures; an expert in implementing business management principles; possesses a high degree of knowledge in legal and political aspects of business; has excellent interpersonal and communication skills; with an ability accurately prepare documents and reports; possesses in-depth computer knowledge; with strong conceptual thinking skills

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## Professional Experience:

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General Administration Services Manager January 2007 – present  
ABC Company – Chicago, IL

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## Responsibilities:

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- Drove the efficiency of projects.
- Ensured that admin policies, facilities, equipment and processes comply with government regulations.
- Supervised maintenance and repair of equipment and mechanical systems, together with chief mechanic.
- Prepared monthly achievable goals and deadlines for department.
- Prepared operational reports and plotted schedules to ensure accuracy and efficiency of work force.

General Manager May 2004– January 2007  
Brandon & McMahon, Inc., Los Angeles CA

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## Responsibilities:

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- Performed management of administrative functions.
- Coordinated administrative policies and development plans.
- Managed supervisors and professional staff.
- Directed and monitored legislative and operational policies adherence.
- Evaluated financial and human resource management activities to ensure compliance.
- Consulted with sales people regarding activities related to profit and sales targets.

Administrative Assistant February 1999 – May 2004  
Foster & Price Corporation, Los Angeles, CA

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## Responsibilities:

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- Prepared monthly achievable goals and deadlines for department.
- Prepared operational reports and plotted schedules to ensure accuracy and efficiency of work force.

General Manager May 2004– January 2007  
Brandon & McMahon, Inc., Los Angeles CA

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## Education:

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Bachelor of Science in Finance, Yale University, CT, 1999

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## Skills:

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- Skilled in performing operational and administrative functions
  - Excellent interpersonal and communication skills
  - Excellent problem solving skills
  - Highly organized and detail orientated
  - Knowledge of Microsoft Office suite, Word, Excel, Outlook
  - Internet and computer proficient
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## Awards and Affiliations:

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Member, Bankers Association for Finance and Trade

Member, CPA Firm Association

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