**Construction Office Manager Resume**

**XXXX XXXX**

XXXX, Staten Island NY 10312

Home: XXX-XXXX-XXX - Cell: XXX-XXXX-XXX - XXXX@XXXX.XXX

**Summary**

Resourceful and accomplished Office Manager with extensive office operations and personnel organization expertise.

**Highlights**

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| --- | --- |
| * Microsoft Office proficiency * Meticulous attention to detail * Self-directed * Professional and mature * Human Resources Management (HRM) * QuickBooks expert * AR/AP * Strong phone skills | * Knowledgable in MLS Systems Data * Payroll experience(ADP Payroll & Quickbooks) * Quantum Project Manager * Construction Industry knowledge * Real Estate knowledge * Appointment scheduling * Customer Service |

**Accomplishments**

Excelled in organizing and maintaining all aspects of office management .

**Experience**

**Construction Office Manager**  
September 2000 to January 2013**JK Construction** － Brooklyn, NY

* Office Management position responsible for all aspects of running the office
* Handled weekly payroll through Quickbooks Payroll
* Utilized Quickbooks, Quantum, Form Magic Programs
* Proficient in Microsoft Word
* Prepared all Invoicing and Job Requisitions
* Was responsible for Accounts Receivable
* Worked with multiple vendors placing orders etc.
* Scheduled appointments and job meetings

**Receptionist/Office Administrator**  
June 1999 to April 2000**Prudential Appleseed Realty** － Staten Island, NY

* Received and distributed faxes and mail in a timely manner.
* Organized files, developed spreadsheets, faxed reports and scanned documents.
* Facilitated working relationships with co-tenants and building management.
* Supplied key cards and building access to employees and visitors.
* Dispersed incoming mail to correct recipients throughout the office.
* Planned meetings and prepared conference rooms.
* Handled all media and public relations inquiries.
* Maintained the front desk and reception area in a neat and organized fashion.
* Handled multiple phone lines
* Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

**Administrative Assistant**  
June 1995 to April 1999**Neuhaus Realty**－ Staten Island, NY

* Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information
* Handled all media and public relations inquiries.
* Planned meetings and prepared conference rooms.
* Wrote reports and correspondence from dictation and handwritten notes.
* Dispersed incoming mail to correct recipients throughout the office.
* Posted open positions on company and social media websites.
* Created weekly and monthly reports and presentations.
* Received and screened a high volume of internal and external communications, including email and mail.
* Handled all aspects of advertising on a weekly basis including posting newspaper ads, internet listings, magazine ads
* Utilized MLS Systems Data for all listing information

**Office Manager**  
March 1994 to May 1995**G&G Construction** － Staten Island, New York

* Maintained the front desk and reception area in a neat and organized fashion
* Wrote reports and correspondence from dictation and handwritten notes.
* Dispersed incoming mail to correct recipients throughout the office.
* Made copies, sent faxes and handled all incoming and outgoing correspondence
* .Organized files, developed spreadsheets, faxed reports and scanned documents.
* Accounts Payable
* Accounts Receivable
* Correspondence with vendors

**Education**

**Associate of Science** : **Business**, 1997**St. Johns University** － Staten Island, NY

Associates Degree in Business Management

Continued Studies toward Bachelors in Managemet

**High School Diploma** : **General Academic**, 1993**St.Joseph Hill Academy** － Staten Island, NY