

Sam Dotson

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Professional Summary

Experienced Office Manager with a proven track record in strategic planning, efficiency improvements, and collaborative leadership. Adept at streamlining processes, managing budgets, and fostering productive teams to achieve organizational goals. Known for adaptability, excellent communication, and creating positive workplace environments.

Professional Experience

Office Manager

ABC Solutions | Houston, TX

2018 – Present

- Led the implementation of new workflow automation tools, reducing processing times by 25%.
- Managed a \$2M annual budget, achieving cost savings of 15% through strategic vendor negotiations.
- Oversaw daily office operations for a 50-person team, ensuring seamless coordination across departments.
- Developed and executed training programs, improving team productivity and morale by 20%.

Administrative Coordinator

Lone Star Enterprises | Houston, TX

2014 – 2018

- Supported leadership in creating and executing strategic plans for operational efficiency.
- Streamlined administrative processes, resulting in a 30% increase in task completion rates.
- Supervised a team of 10 administrative staff, fostering collaboration and accountability.
- Played a key role in transitioning the organization to a new cloud-based management system.

Administrative Assistant

Southwest Consulting Group | Austin, TX

2012 – 2014

- Provided high-level support to executives, managing schedules, communications, and reports.
 - Coordinated office functions, including meetings, events, and supply chain management.
 - Established an efficient filing system, improving document retrieval speed by 40%.
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Education

Master of Business Administration (MBA)

Rice University | Houston, TX | 2017

Bachelor of Science in Business Administration

University of Texas at Austin | Austin, TX | 2014

Lean Six Sigma Certification

Houston Community College | Houston, TX | 2019

Skills

Strategic Planning | Process Optimization | Team Leadership | Budget Management | Workflow Automation | Communication | Time Management | Cross-Functional Collaboration

References

Available upon request.