



Office Manager

Robert Murray

Professional summary

Recent university graduate with a Bachelor's degree in Business Administration and internship experience in office settings. Eager to secure an entry-level Office Manager position, leveraging organizational skills, teamwork, and a proactive approach to contribute to the success of a dynamic organization.

Internships

Office Assistant Intern

May 2022 - October 2023

Howers Inc. / United States, San Antonio, TX

- Assisted in day-to-day office operations, including document management and data entry.
- Collaborated with team members to organize office events and ensure smooth coordination.
- Gained practical experience in using Microsoft Office Suite for various administrative tasks.

Projects

Capstone Project - Office Efficiency Enhancement

2022 - 2023

University of Texas, San Antonio

- Led a team in analyzing and proposing improvements to office workflow processes.
- Developed and implemented a plan to enhance document management and communication systems.

Business Plan Development Project

2021 - 2022

University of Texas, San Antonio

- Collaborated with team members to create a comprehensive business plan for a fictional startup.
- Researched and presented findings on office management strategies and efficiency.

Extracurricular Activities

Business Student Association, Member

University of Texas, San Antonio

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Education

Bachelor of Business Administration

2019 - 2023

University of Texas

United States, San Antonio, TX

Skills

Document Management ◆◆◆◆◆

Scheduling ◆◆◆◆◆

Reporting Skills ◆◆◆◆◆

Budgeting ◆◆◆◆◆

Organizational Skills ◆◆◆◆◆

Courses

Business Administration Certificate

2023

Languages

◆ Dutch (Elementary)

◆ Turkish (Advanced)