




# SIDNEY FRANCO

Office Manager

+1 513-234-3763 

sidneyfranco@mail.com 

United States, Mason, OH, 3123 Walnut Hill Drive, 45040 



## PROFESSIONAL SUMMARY

Dedicated and results-driven Office Manager with over 7 years of experience in optimizing administrative processes and leading high-performing teams. Proven expertise in implementing strategic initiatives to enhance organizational efficiency and productivity. Adept at managing budgets, streamlining workflows, and fostering positive workplace environments.

## EDUCATION

2012 - 2016

### Bachelor of Business Administration

Cincinnati State University / United States, Cincinnati, OH

## SKILLS

- Document Management Expert
- Communication Skills Expert
- Accounts Payable/Receivable Expert
- Reporting Skills Expert
- Budgeting Expert

## LANGUAGES

- French (Intermediate)

## HOBBIES

- Dancing
- Cooking
- Traveling

## EXPERIENCE

2020 - Now

### Office Manager

#### Quantum LLC / United States, Mason, OH

- Lead a team of 10 administrative professionals, providing guidance and support to ensure seamless daily operations.
- Implement efficient filing systems and digitized document processes, resulting in a 25% reduction in retrieval time.
- Streamline communication channels, improving interdepartmental collaboration and reducing response times by 30%.
- Spearhead the implementation of project management software, enhancing task tracking and project completion rates.

2016 - 2020

### Administrative Supervisor

#### Nexus Inc. / United States, Cincinnati, OH

- Managed the day-to-day operations of the administrative department, overseeing a team of 8 support staff.
- Introduced cost-effective office supply procurement methods, resulting in a 20% reduction in annual expenditures.
- Conducted training sessions for staff on new software applications, improving team proficiency and reducing errors.
- Coordinated office events and employee recognition programs, fostering a positive and engaging work environment.

## CERTIFICATIONS

2023 - Now

### Certified Office Manager (COM)

#### International Association of Administrative Professionals (IAAP)

