



## 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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United States, San Antonio, TX, 971  
Todds Lane

### Education

#### Bachelor of Business Administration

2019 - 2023

University of Texas

United States, San Antonio, TX

### Skills

Document Management

Scheduling

Reporting

Budgeting

Conflict Resolution

Time Management

### Courses

#### Business Administration Certificate

2023

### Languages

Dutch (Elementary)

Turkish (Advanced)