
OFFICE SUPERVISOR RESUME

Summary:

An exceptional professional who has experience in handling supervisory work in office environments; focused in training people, ensuring that they perform tasks and expected deliverables in the best manner possible; has excellent time management and organizational skills; has the ability to delegate work schedules to corresponding employees; ability to adapt to changing environments and can motivate people into performing their best; ensures and monitors employee and overall office productivity; has in depth knowledge in supply and demand, balance and the laws of economics in a business.

Professional Experience:

Office Supervisor January 2007 – Present
Purple Toast Inc., New York

Responsibilities:

Supervised office employees to ensure all are working efficiently and productively.
Coordinated schedules of workloads according to deadlines to ensure all deadlines are met.
Monitored the pace of work of employees and evaluated their work in order to comply with the quality standards of the company.
Evaluated the credentials of applicants and evaluated which applicants are qualified for the positions.
Coordinated reports and maintained records to evaluate the operations of the departments.
Office Supervisor May 2004 – December 2006
Beldrift Corp., New York

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Beldrift Corp., New York

Education:

Masters Degree in Economics
University of New York, 1995
Bachelor of Science in Business Management
University of New York, 1993

Skills/Certifications:

- Strong leadership and teamwork attributes
- Excellent time management skills
- Proficient in computer skills
- Ability in supervisory principles and techniques
- Excellent organizational skills

Associations/Organizations:

American Economics Society, Member
New York Economics Association, Member

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