

Elizabeth Schultz

Personal

Name
Elizabeth Schultz

Address
579 Clarion Street
75001 Dallas, Texas

Phone number
555-123-4567

Email
example@cvmaker.com

Skills

Human Resources	Expert
Creative Problem Solving	Expert
Conflict Resolution	Expert
Time Management	Expert
Multitasking	Expert
Organization	Expert
Microsoft Office Suite	Experienced

Personable and compassionate seasoned office manager seeking to join the team at Hennessy Construction in Dallas, Texas. Over 15-years of experience leading a diverse group of team members in service based industries. An exceptional proactive problem solver, who is detail-oriented, a strong communicator, and has extensive experience with conflict resolution. Additional experience cloud-based bookkeeping, human resources, payroll, and accounts receivable software solutions. Always dedicated to creating a warm, warm, diverse, and safe work environment.

Work experience

Office Manager Aug 2012 - Present
Snowden Oil & Gas Exploration, Ft Worth, Texas

Currently serving as the corporate office manager for Snowden Oil & Gas Exploration in Ft Worth, Texas. Managing the day to day operations of a five-location, corporate entity serving the States of Texas, New Mexico, and Oklahoma. Responsible for several routine duties including:

- Managing the human resources for a team of 125 employees and contractors. .
- Creating and managing company policies for attendance, employment standards, safety, training, new hiring, and discipline.
- Communicating with delivery companies, vendors, suppliers, and accounts receivable with business partners.
- Handling all travel arrangements for corporate employees, sales team, contractors, and field operators.
- Maintaining a safe and welcoming work environment.

Executive Office Administrator Jun 2006 - Jul 2012
Redwood Logistic Suppliers, Dallas, Texas

Served as the Executive Office Administrator for Redwood Logistics Suppliers regional office in Dallas, Texas. Managed a team of 22 sales associates, booking agents, and company supervisors. Responsible for many daily, weekly, and monthly tasks including:

- Managing new hiring, payroll, employee scheduling, human resources, customer service, accounts receivable, travel, and office management.
- Communicating with customers, drivers, supply chain vendors, and shipping partners.
- Maintaining employee performance reviews, safety guidelines and training, company communication, and customer feedback.
- Invoicing, payment gateways, information technology, and file organization.

Education

Associate Degree - Business Administration Sep 2004 - May 2006
Dayton Community College, Austin, Texas

References

Dennis Snowden Snowden Oil & Gas
Exploration
On Request

Tony Jones Redwood Logistics
Suppliers
On Request

Fernando Salinas Chase Bank
On Request