

Anacecilia Straub

Administrative Manager

Profile

Dedicated Administrative Manager with 5 years of experience in overseeing day-to-day operations, streamlining processes, and optimizing efficiency. Adept at managing budgets, coordinating events, and leading cross-functional teams. Strong background in implementing innovative solutions to enhance productivity and ensuring compliance with organizational policies. Excellent communication and interpersonal skills, with a proven track record in fostering positive relationships with stakeholders.

Employment History

Administrative Manager at West Virginia University, WV

May 2023 - Present

- Successfully managed a team of 10 administrative staff members, achieving a 98% retention rate over two years and increasing overall productivity by 25%.
- Streamlined the university's purchasing process, resulting in a 20% reduction in procurement costs and a 15% decrease in processing time.
- Implemented a new records management system, reducing paper usage by 35% and improving document retrieval efficiency by 50%.

Assistant Administrative Manager at Charleston Area Medical Center, WV

Aug 2018 - Mar 2023

- Successfully managed a team of 12 administrative staff, resulting in a 25% increase in overall efficiency and productivity within the department.
- Implemented a new filing system that reduced document retrieval time by 40%, leading to improved workflow and faster response times for internal and external inquiries.
- Coordinated and executed a major office relocation involving over 50 employees, ensuring minimal disruption to daily operations and completing the move within the allotted budget and timeline.
- Developed and delivered comprehensive training programs for new hires, contributing to a 20% reduction in onboarding time and a 15% increase in employee retention rates.

Education

Bachelor of Business Administration in Management at West Virginia University, Morgantown, WV

Aug 2013 - May 2018

Relevant Coursework: Organizational Behavior, Business Ethics, Human Resource Management, Operations Management, Financial Accounting, Managerial Accounting, Marketing Principles, Business Statistics, Strategic Management, and Business Law.

Certificates

Details

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Links

[linkedin.com/in/anaceciliastraub](https://www.linkedin.com/in/anaceciliastraub)

Skills

QuickBooks

Microsoft Office

Time Management

Project Coordination

Salesforce CRM

Data Analysis

Conflict Resolution

Languages

English

Mandarin

Hobbies

Organizing events and parties

Scrapbooking and crafting

Reading and writing on management and leadership topics