

# Estie Stromquist

Office Manager

## Profile

Dedicated Office Manager with 2 years of experience in effectively overseeing daily operations, streamlining processes, and managing administrative tasks. Adept at coordinating meetings, handling communications, and supervising staff while ensuring a well-organized and efficient workplace. Proven ability to optimize office resources, improve productivity, and maintain a positive work environment. Committed to providing exceptional support and fostering a collaborative team culture.

## Employment History

### Office Manager at Oregon Business Solutions, OR

Apr 2023 - Present

- Successfully reduced office expenses by 15% within the first year by renegotiating vendor contracts and implementing cost-saving measures, resulting in annual savings of over \$20,000 for Oregon Business Solutions.
- Streamlined internal communication processes by introducing a new project management software, leading to a 25% increase in team efficiency and a 30% reduction in project completion time.
- Developed and implemented a new onboarding process for new hires, reducing the average training period from 3 weeks to 1 week, and increasing employee retention rate by 10%.
- Led the office relocation project, coordinating with vendors, contractors, and employees, successfully completing the move within a tight deadline of 2 months, and reducing overall moving costs by 20%.

### Assistant Office Manager at OfficePro Management Oregon, OR

Sep 2021 - Feb 2023

- Successfully implemented a new office management software, resulting in a 20% increase in overall productivity and a 15% reduction in administrative errors.
- Streamlined the office supply procurement process, reducing costs by 25% and improving delivery times by 30%.
- Developed and implemented a comprehensive employee training program for new hires, leading to a 50% reduction in onboarding time and a 10% increase in employee retention rates.
- Coordinated and managed a team of 10 administrative staff, achieving a 95% satisfaction rate among all employees and improving overall office efficiency by 18%.

## Certificates

### Certified Professional in Office Management (CPOM)

Sep 2021

✉ [estie.stromquist@gmail.com](mailto:estie.stromquist@gmail.com)

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📍 1234 Oak Street, Portland, OR 97205

## Education

### Associate of Applied Science in Office Management at Portland Community College, Portland, OR

Sep 2017 - May 2021

Relevant Coursework: Office Management Principles, Business Communications, Financial Accounting, Human Resources Management, Administrative Procedures, Records Management, Office Software Applications, Project Management, and Customer Service.

## Links

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

## Skills

QuickBooks proficiency

Microsoft Office expertise

Time management

Conflict resolution

Salesforce mastery

Trello utilization

Google Workspace fluency

## Languages

English

Dutch