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## OBJECTIVE

Office Manager with 11 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.

# MADELAINE ANNE DIMAALA

## EXPERIENCE

### 2017 - Present

Store Manager • Borders Bookstore

### Oct 2013 - 2017

Children's Book In charge • Borders Bookstore

### 2001 - 2013

Store Supervisor • National Bookstore, PH

### 2013

Salon • Hand Nails, PH

Developed and implemented office policies and procedures to improve office efficiency and reduce costs.

## EDUCATION

### Bachelor of Science in Computer Science

- University of Manila, Manila, Philippines

## COMMUNICATION

As an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

## LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

## REFERENCES

Available upon request.