

Office Manager

Block Island Digital

2013 - 2017

New York, USA

- Coordinated and organized office operations in a high-volume tech business. Oversaw eight office assistants to ensure organizational efficiency.
- Achieved revenue goals through effective management of job scheduling. Decreased lead times %53 by cutting out processing waste.
- Stimulated new contract growth by supporting promotional and marketing programs. Grew new clientele at a rate of %22 per year.
- Built all daily work schedules. Grew the team through direct performance feedback and annual appraisals. Decreased turnover by %35.

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