**[Office Manager Executive Assistant](https://www.postjobfree.com/resume/ad1afz/office-manager-executive-chicago-il)**

**Location:**Chicago, IL

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SUSAN YAUCH

Norridge, IL 60706 773-301-8122 syauch@comcast.net

PROFESSIONAL SUMMARY

Proactive, highly skilled office manager and executive administrative professional with over 14 years of proven, hands-on experience supporting executives, administrators, and senior managers in diverse office environments. Energetic team player and effective communicator. Knowledgeable in current business practices and office technology, including MS Office Suite, Salesforce CRM, Bullhorn CRM & Quick Books Pro. SKILLS

• Analytical

• Organization

• File Management (CRM)

• Communication

• Coordination

• Legal

• Time Management

• Administrative

• AR/AP

• Advanced MS Office Suite

• Multi-line phone proficiency

• 75+ WPM typing speed

WORK HISTORY

Sr. Executive Assistant Property Administrator Office Manager – Private Equity, 09/2018 to Current

TH Group LLC – Chicago, IL

• Organize and schedule meetings and appointments

• Partner with HR to maintain office policies as necessary

• Organize office operations and procedures

• Coordinate with IT department on all office equipment

• Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time

• Manage contract and price negotiations with office vendors, service providers, and office lease

• Provide general support to visitors

• Responsible for creating PowerPoint slides and making presentations

• Manage executives' schedules, calendars, and appointments

• Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored

• Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval, and staff transfers

• Ensure office efficiency is maintained by carrying out planning and execution of equipment procurement, layouts, and office systems

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• Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office

• Ensure that results are measured against standards, while making necessary changes along the way

• Allocate tasks and assignments to subordinates and monitor their performance

• Assign and monitor clerical, administrative, and secretarial responsibilities and tasks among office staff

• Perform review and analysis of special projects and keep the management properly informed

• Determine current trends and provide a review to management to act on

• Responsible for recruiting staff for the office and providing orientation and training to new employees

• Ensure top performance of office staff by providing them adequate coaching and guidance

• Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals, and reviewing of industry publications

• Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning the expenditures, analyzing variances, and carrying out necessary corrections that may arise

• Participate actively in the planning and execution of company events

• Responsible for developing standards and promoting activities that enhance operational procedures

• Allocate available resources to enable successful task performance

• Coordinate office staff activities to ensure maximum efficiency

• Evaluate and manage staff performance

• Recruit and select office staff

• Organize orientation and training of new staff members

• Coach, mentor, and discipline office staff

• Design and implement filing systems

• Ensure filing systems are maintained and current

• Establish and monitor procedures for record-keeping

• Ensure security, integrity, and confidentiality of data

• Design and implement office policies and procedures

• Oversee adherence to office policies and procedures

• Analyze and monitor internal processes

• Implement procedural and policy changes to improve operational efficiency

• Prepare operational reports and schedules to ensure efficiency

• Coordinate schedules, appointments, and bookings

• Monitor and maintain office supplies inventory

• Review and approve office supply acquisitions

• Handle customer inquiries and complaints

• Manage internal staff relations

• Maintain a safe, secure, and pleasant work environment 3 Page

Sr. Executive Administrative Assistant/Office Manager, 10/2014 to 09/2018 DAVID GOMEZ & ASSOCIATES – Oak Brook, IL

• Provide support to the Chief Executive Officer, including management personnel, reporting directly to this office, by effectively managing a busy schedule and performing a wide variety of complex and confidential administrative, billing, payroll, secretarial, analytical, and research duties.

• Precisely managing accounts payable and accounts receivable, generating invoices and monthly statements for clients.

• Manage payroll and prepare payroll tax returns/payments.

• Client/candidate database management using Bullhorn Recruitment CRM.

• Duties performed often require considerable initiative, tact, and independent judgment.

• Maintains office staff by recruiting, selecting, orienting, and training employees This position requires leadership qualities such as adaptability, flexibility, dependability, and accountability.

• Much of the work is self-appointed and requires a high degree of professional independence, initiative, and self-discipline.

Executive Assistant to President, 02/2011 to 10/2014 WEST CORPORATION, Unified Communication – Chicago, IL

• Support senior managers and executives with daily clerical tasks.

• Plan meetings and take detailed minutes-answer phone calls, provide information to callers or connect callers to appropriate people.

• Schedule appointments and update calendar.

• Make travel arrangements and reservations for senior managers.

• Compose and type regular correspondence, like invitations and informative material Develop and maintain a filing system Create spreadsheets and presentations.

• Provide statistical and budget reports.

• Greet and provide general support to visitors.

• Develop, implement and improve office policies and procedures. 4 Page

Sr. Administrative Assistant, 10/2007 to 12/2010

WEISS & COMPANY LLP – Glenview, IL

• Generated computer reports and analyzed numeric information to be used in tax return preparation and related reporting.

• Assisted in the preparation of various tax forms using software.

• Processed tax payments, extensions, and various tax filings.

• Ensured tax calendar was kept up-to-date.

• Scanned various documents and tax records; mailed and emailed hard and soft copies; and coordinated in obtaining checks and client signatures on tax filings.

• Handled certified mailings and other specified delivery services for proof of mailing of time-sensitive filings.

• Tracked large volume of incoming tax documents and maintained the library of tax filings, correspondence, and documents.

• Provided legal support to staff attorneys.

Office Manager, 07/2000 to 09/2007

Glenview Public Schools - Glenview, IL

• Provided efficient and effective secretarial support directly to the Principal, Assistant Principal, and the School's Administration.

• Supported senior teaching staff and assisted with the school's administrative and clerical functions by providing a high standard of administration within the school. EDUCATION

Bachelor of Arts

Triton College - River Grove, IL

Completed Company Sponsored Training in Leadership Mentoring, Office Management, Customer Relations, Effective Telephone Presentation Skills, and Time Management. Triton College, River Grove, IL Studied Business Administration, Technical Writing Class Graduated from Steinmetz College Prep

CERTIFICATIONS

Analytical Organization File Management (CRM) Communication Coordination Legal Time Management Administrative Office Equipment