

Leah Hockabout

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Professional Overview

Organized office manager with over 8 years experience in a fast-paced business operations setting.

Summary of Skills

- Extensive experience with travel booking and heavy scheduling
- Critical thinker
- Familiarity organizing staff events and birthday celebrations
- Highly organized with superior attention to detail
- Spreadsheet creation, entry and formulation
- Good at building and retaining large amounts of information
- Administrative operations
- Team building
- Enthusiastic office cheerleader
- Employee training and development
- Good at managing multiple vendor relationships
- Develop relationships with build management and maintenance staff
- Frequently evaluates existing systems and procedures for improvement

Work Experience

Administrative Assistant

November 2010 to November 2010

Jagger Associates – Los Angeles, CA

Supported account managers at a mid-level advertising agency, meeting strict deadlines and managing client deliverables. Improved communication efficiency as primary liaison between departments, clients and vendors. Systematically increased office organization by developing more efficient filing/documenting system and customer database protocols. Prepared meeting minutes, edited subcontractor proposals, project punchlist, transmittals and memorandums for organizational support.

Office Manager

January 2006 to November 2010

Ultima – San Diego, Ca

Managed the office for a wholesale home accessories importer, where I managed the migration to a paperless office, saving the company thousands of dollars. I was also responsible for welcoming new employees, keeping track of office birthdays, new client requests, catalog mailings, catalog production and managing administrative hires.

Office Manager

October 2001 to December 2005

Omnus Marketing – La Jolla, CA

Planned and executed all aspects of office headquarter move. Reduced annual employee training costs by more than 10% by revising and implementing new company division policies and procedures. Systematically increased office organization by developing more efficient filing/documenting system and customer database protocols.

Education

San Diego State University 1996

San Diego, CA

Creative Writing

BA, English