

Office Manager

Connie T. Kemal
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Office Manager ☒ Coordinator All Office Systems

Office Manager with 17 years' managerial experience with automobile, insurance, and public utility company seeks position in firm requiring knowledge of all office systems and high production tract record.

Experience:

Heavy management experience directing staffs ranging from 50 to 80 persons in all office functions, including electronic data processing, secretarial services, data retrieval, accounting, security, staff training, switchboard, and project support.

1988-1994

☒ **Director, Central Office Operations.** *Solway Motor, Ltd.*, Solway, England.
Designed and implemented the Central Office Bureau of this United Kingdom subsidiary of Champion Motors, Inc. Designed office module of EDP system; hired and trained all office personnel for staff of 80. Directed all office services. Received highest commendations for work. Returned to United States when Solway spun off in June 1994.

1980-1988

☒ **Office Manager.** *Guidance Insurance Company*, New York City.
Managed headquarters office of 50 data technicians, clerks, and secretaries.
Reviewed work of 30 office workers in branches. Maintained all office accounts. Managed training programs in all areas.

1976-1980

☒ **Branch Manager.** *Wyoming Power and Light*, Rawlings Branch.
Directed all technical and clerical activities of 60 employees. Advanced from position of bookkeeper and customer representative in two years.

Education:

☒ Five years' continuing education training in EDP and office management at *New York University* and in EDP applications at *New York Electronic Institute*.

June 1976

☒ Hold **Associate in Science degree** from *New York University*.

seminars.

☒ Completed five **National Association of Accountants**

References:

Full references will be furnished on request.