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CONTACT

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 City, ST 12345

 LinkedIn | Portfolio

EDUCATION

- B.S. in Entrepreneurship
Innovation University
City, ST | May 2018

Heather Green

Tech Startup Office Manager

ABOUT ME

Office Manager at early-stage tech startups, with four years facilitating rapid growth, remote coordination, and culture development.

PROFESSIONAL EXPERIENCE

Office Manager | BrightApps Inc., City, ST
January 2020 – Present

- Scaled office operations from 10 to 50 employees, implementing remote-friendly systems
- Negotiated workspace leases, saving 15% on monthly rent
- Organized company-wide events that boosted employee engagement scores by 30%

Operations Coordinator | NextGen Labs, City, ST
June 2018 – December 2019

- Managed travel and logistics for a distributed team of 30
- Implemented expense-reporting tool, reducing reimbursement time by 50%