

# Sandy Lee

## Office Manager



Sandydlee2013@gmail.com ✉

209-321-0466 ☎

Tracy, CA 📍

YouTube | LinkedIn | Zoom 🖥



### Work Experience

#### Uber

##### Independent Driver

2017-current | Bay Area & Central Valley

- 5 Star Driver Pickup and drop of people & products to desired locations.
- Prepare and maintain productivity and financial reports Manual Ledgers, Excel and Quickbooks
- Federal & State Tax preparation and filing TurboTax Self Employed & Quickbooks

#### Inspired TeeShirts

##### Marketing Director

2017-2018 | Tracy, CA

- Grow organic reach in social media
- Manage Google marketing campaign & online commerce
- Community Outreach fundraiser support

#### EPC

##### Office Manager

2006 – 2010 | Pleasanton, CA

- I started a digital campaign "Gotcha" to increase unique website visitors and organic reach on social media.
- financial reporting for the annual fundraiser and organized staff meetings and annual retreats
- generated excel run-sheets and production reports

#### Knight Ridder

##### Office Manager

2002-2006 | Pleasanton, CA

- I kept the office organized
- Processed payroll, generated sales reports
- Answered customer questions, solved needs for staff members

#### ANG

##### Assistant PrePress Manager

1996 – 2002 | Pleasanton, CA

- Managed 70+ employees
- I made sure all the ads were press ready
- Organized Team Building events

### Skills & Competences

|                 |   |   |   |   |   |
|-----------------|---|---|---|---|---|
| Team Building   | ● | ● | ● | ● | ● |
| Multi-Tasking   | ● | ● | ● | ● | ● |
| Time Management | ● | ● | ● | ● | ● |
| Communication   | ● | ● | ● | ● | ● |
| Leadership      | ● | ● | ● | ● | ● |

### Business Knowledge

Office Management | Graphic Design | Payroll | ADP | Productivity Reports | Excel Switchboard Management | IT | Word | Power Point Presentations | MS Office | Apple | Type 60 wpm | Tax Prep | Social Media Networking Google Business

### Achievements & Certificates

Inbound Marketing | Communication Supervisor Skills | Intermediate Excel Las Positas College / Business Administration & Graphic Design Eden Area ROP Word Processing Employee outstanding performance | employee of the month | perfect attendance | 5 Star driver for 3 years

### Languages

|         |   |   |   |   |   |
|---------|---|---|---|---|---|
| English | ● | ● | ● | ● | ● |
| Spanish | ● | ○ | ○ | ○ | ○ |

### Interests

Mother | Member of Journey Christian Church | Google Reviews 100k+ Views Google Play game apps | Foodie | Music | Helping others | Travel