

Avalon Taliferro

Office Manager

Profile

Dynamic Office Manager with 8 years of experience, adept at driving efficiency and fostering team collaboration. Strategic leader skilled in streamlining operations, optimizing resources, and enhancing workplace productivity. Known for innovative problem-solving and unwavering commitment to excellence.

Employment History

Office Coordinator at Google, DE

Jun 2025 - Present

- Spearheaded the implementation of a new scheduling system, increasing team productivity by 28% over six months and enhancing cross-departmental collaboration.
- Orchestrated a comprehensive office relocation for 150 employees within budget and ahead of schedule, minimizing downtime to less than 5 hours.
- Developed and led training sessions on project management tools that improved team efficiency by 35%, fostering a culture of continuous improvement.
- Negotiated vendor contracts, reducing operational costs by \$42,750 annually while maintaining service quality and strengthening supplier relationships.

Administrative Assistant at Microsoft, DE

Dec 2021 - May 2025

- Spearheaded the reorganization of office workflows, enhancing efficiency by 23% and reducing document processing time by 15 hours weekly.
- Managed a team of five junior assistants, mentoring them to achieve a 98% accuracy rate in all administrative tasks over six months.
- Implemented a new scheduling system across departments, leading to a 30% improvement in meeting coordination and attendance rates.
- Collaborated with cross-functional teams to streamline project timelines, resulting in successful completion of key initiatives ahead of schedule by an average of two weeks.
- Developed and executed a comprehensive training program for onboarding new hires, decreasing ramp-up time from three months to two months.

Office Assistant at Amazon, DE

Nov 2017 - Nov 2021

- Spearheaded the reorganization of office filing systems, improving document retrieval time by 35% and enhancing overall operational efficiency.
- Coordinated a team of 6 administrative staff to streamline communication processes, resulting in a 28% increase in productivity across departments.
- Implemented a new inventory management system that reduced supply costs by \$12,500 annually while maintaining optimal stock levels.

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☎ (729) 132-6538

📍 Smyrna, DE

Education

Associate of Applied Science in Office Administration at Delaware Technical Community College

Dec 2012 - May 2017

Relevant Coursework: Business Communication, Office Management, Spreadsheet Applications, Records Management, and Customer Service.

Links

[linkedin.com/in/avalontaliferro](https://www.linkedin.com/in/avalontaliferro)

Skills

Change Management

Strategic Planning

Conflict Resolution

Process Improvement

Budget Oversight

Team Leadership

Risk Assessment

Stakeholder Engagement

Languages

English

Italian