

Jessie Tornero

Office Manager

Profile

Dynamic Office Manager with 2 years of experience, driven by a strong motivation to optimize office operations. Eager to learn and adapt, I streamline processes, enhance productivity, and foster a positive work environment. Passionate about continuous improvement and team support.

Employment History

Office Coordinator at Google, NE

May 2025 - Present

- Spearheaded the reorganization of office logistics, improving resource allocation efficiency by 23% and reducing supply costs by 15% over six months.
- Collaborated with cross-functional teams to streamline communication processes, resulting in a 30% decrease in response time for internal inquiries.
- Implemented a new digital filing system that enhanced document retrieval speed by 40%, significantly boosting team productivity.
- Coordinated over 50 high-profile events annually, consistently exceeding attendee satisfaction benchmarks and fostering stronger client relationships.
- Developed and led training sessions for new administrative staff, enhancing onboarding efficiency and reducing ramp-up time by two weeks.

Administrative Assistant at Microsoft, NE

Apr 2023 - Apr 2025

- Spearheaded the organization of a comprehensive digital filing system, reducing document retrieval time by 32% and enhancing team efficiency in accessing critical information.
- Collaborated with cross-functional teams to streamline scheduling processes, resulting in a 27% decrease in meeting overlaps and improved resource allocation.
- Developed and implemented a training program for new administrative staff, contributing to a 45% reduction in onboarding time and fostering a culture of continuous learning.

Education

Associate of Applied Science in Business Administration at Metropolitan Community College, Omaha, NE

Apr 2019 - May 2023

Relevant Coursework: Principles of Management, Financial Accounting, Business Law, Marketing Fundamentals, Microeconomics, Human Resource Management, and Business Communication.

Details

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Omaha, NE

Links

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

Skills

Microsoft Office



QuickBooks



Google Workspace



Slack



Zoom



Languages

English



Dutch



Hobbies

Photography

Gardening

Cooking