

Marlinda Mancina

Office Manager

✉ marlinda.mancina@gmail.com

☎ (403) 889-8570

📍 Worcester, MA

Education

Associate of Applied Science in Business Administration at Quinsigamond Community College

Dec 2017 - May 2022

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

Links

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

Skills

Excel

QuickBooks

Slack

Trello

Zoom

SharePoint

Languages

English

Spanish

Profile

Office Manager with 3 years of experience in streamlining operations and enhancing office efficiency. Proven track record in managing administrative tasks, coordinating schedules, and fostering team collaboration. Adept at problem-solving and maintaining a productive work environment.

Employment History

Office Coordinator at Google, MA

Jun 2025 - Present

- Spearheaded the implementation of a new scheduling system that improved meeting efficiency by 27%, reducing conflicts and enhancing cross-department collaboration.
- Coordinated logistics for over 150 executive-level events annually, achieving a 98% satisfaction rate among attendees through meticulous planning and attention to detail.
- Streamlined office supply procurement processes, cutting costs by 19% while maintaining inventory levels to support a team of 300 employees.
- Led a cross-functional project to redesign the office layout, resulting in a 22% increase in workspace utilization and fostering better team interaction.
- Developed and maintained an internal communication platform that increased information accessibility and reduced email volume by 35%, enhancing overall team productivity.

Administrative Assistant at Microsoft, MA

May 2022 - May 2025

- Coordinated and streamlined over 120 executive meetings annually, resulting in a 15% increase in scheduling efficiency.
- Spearheaded the implementation of a new digital filing system that reduced data retrieval time by 30%, enhancing team productivity.
- Managed logistics for corporate events attended by up to 300 participants, improving overall attendee satisfaction scores by 20%.
- Collaborated with cross-functional teams to develop a comprehensive onboarding process, reducing new hire integration time by two weeks.
- Analyzed office supply expenditures, identifying cost-saving opportunities that cut spending by \$7,500 in one fiscal year.

Certificates

Certified Administrative Professional (CAP)

Nov 2023

Project Management Professional (PMP)

Jul 2022