

Danielle Oyewo

Medical Office Manager

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Work Experience

DC Dermatology Group - Medical Office Manager

2018 - current

Washington, DC

- Built relationships with other dermatology practices in the area to build a database of over 1,000 prospective medical supply vendors
- Worked closely with the owners of the practice to create an automatic alerting system whenever supplies of equipment were running low
- Maintained the calendar of appointments and implemented a follow up program to reduce "no-shows" by 20%
- Reduced year over year medical equipment costs by 12% in 2019 by aggressively shopping around for better prices while not sacrificing quality

Emerson Marketing - Administrative Assistant

2014 - 2018

New York, NY

- Prepared daily correspondence to C-level executives and summarized daily reports on operational processes
- Provided direct scheduling assistant to the CEO and CFO to ensure their calendars were optimized to make the best use of their time
- Corresponded with prospective job candidates at the company and sent them their interview itineraries before coming in for on-site interviews
- Created a system for regularly evaluating the performance of external vendors and quickly replaced vendors who were under-performing, saving the company over \$50,000 annually
- Organized bi-weekly all-hands meeting with employees of the company and worked closely with the CEO to create the itinerary for those meetings

Red Lobster - Restaurant Manager

2010 - 2014

San Francisco, CA

- Exceeded sales targets by 7% during tenure
- Hired and trained a team of 20 servers to deliver exceptional customer service in the most trafficked Red Lobster franchise in the city
- Created processes for inventory management to reduce food waste by 15% in the restaurant
- Coached service staff to focus on up-selling drinks and food items with high margin to improve the average check size by 10%
- Created monthly reports for the restaurant owner summarizing costs, revenue, and profits

Education

Boston College - Bachelor of Arts, Communications

2006 - 2010

Boston, MA

Skills

Personable, Organized, Facilities Management, Vendor Relationships, Thoughtful, Written & Verbal Communication