





# CÉSAR CABAL

## Office Manager

### CONTACT

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San Francisco, CA   
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### EDUCATION

Bachelor of Arts  
Communications  
Rutgers University  
New Brunswick, NJ  
2010 - 2014

### SKILLS

Scheduling  
Organized  
Multi-tasking  
Vendor Relationships  
Detail Oriented

### CAREER OBJECTIVE

Detailed and thorough office manager with experience managing offices ranging in size from 15 employees through 100 employees. Excited at the prospect of contributing to Stripe's mission of democratizing payments across the globe.

### WORK EXPERIENCE

#### Office Manager

Chegg / 2020 - current / San Francisco, CA

- Created the itinerary for all candidates coming in to interview for open positions saving staff 5 hours per week in scheduling
- Promoted team unity by organizing quarterly activities outside of the office ranging from escape rooms to bowling and laser tag
- Maintained a clean and thorough visitor log while welcoming all visitors and assisting them with what they needed
- Oversaw the daily free lunch program in the office by sourcing vendors and collecting feedback from employees to ensure dietary restrictions were adhered to

#### Office Manager

Eberson & Green Law Offices / 2019 - 2020 / Seattle, WA

- Built relationships with office supply vendors to ensure the office of 15 employees was always stocked with the equipment needed to perform their jobs
- Sourced, scheduled, and oversaw a third party custodial service to regularly clean and sanitize the office
- Greeted and directed all visitors in a pleasant and friendly manner in keeping with good customer service practices
- Fielded incoming calls across two different telephone lines and promptly directed calls to the appropriate staff

#### Server

Teretino's Bar & Restaurant / 2014 - 2019 / Portland, OR

- Proactively recommended wine and food options to diners with a focus on high-margin items to increase revenue while improving customer experience
- Delivered prompt, accurate service while simultaneously assisting other servers during busy times
- Welcomed guests and maintained waiting list while communicating expected wait times