

CJ Miller



Professional Summary

Detail-oriented and highly organized Office Manager with experience overseeing administrative operations, improving efficiency, and fostering a productive work environment. Adept at managing office procedures, supervising staff, and implementing workflow improvements to optimize organizational performance. Proven ability to handle multiple responsibilities, maintain professionalism, and ensure seamless day-to-day operations.

Core Skills & Competencies

- Office Administration & Management
- Team Leadership & Supervision
- Scheduling & Calendar Management
- Budgeting & Expense Control
- Vendor & Supplier Coordination
- HR Support & Payroll Processing
- Process Improvement & Workflow Optimization
- Customer Service & Client Relations
- Microsoft Office Suite & Office Software

Professional Experience

Office Manager

Royal Oaks Farms LLC

- Oversees daily office operations, ensuring efficiency and smooth workflow across all departments.
- Manages administrative staff, delegated tasks, and provided training to enhance productivity.
- Maintains office budgets, processed invoices, and controlled operational expenses.
- Coordinates with vendors, suppliers, and service providers for procurement and contract negotiations.
- Developed and implemented office policies and procedures to improve workplace efficiency.
- Assists HR with onboarding, payroll processing, and employee record management.

Education

Bachelors of Science Agricultural Business – California State University, Chico
Graduated in 2015

Professional Affiliations

- Committee Member, Monterey County Agricultural Advisory Committee
- Board of Director, Pajaro Sunny Mesa CSD
- Board of Director, Santa Cruz County Farm Bureau

Certifications & Training

- Produce Safety Alliance Grower Training Certificate