Philomena Achterhoff

Administrative Coordinator

Raleigh, NC · philomena.achterhoff@example.com · (919) 555-0185 · LinkedIn

SUMMARY

Administrative coordinator with 5 years supporting departments of up to 60 staff in higher education and nonprofit settings. Manages purchasing, travel, onboarding logistics and event planning, tracks a $420,000 operating budget and has cut purchase order turnaround from 9 days to 4.

EXPERIENCE

Administrative Coordinator — Oakridge University, Department of Environmental Sciences

Raleigh, NC · Jan 2022 – Present

- Coordinate administrative operations for a department of 18 faculty, 40 graduate students and 6 staff.
- Process about 70 purchase orders and 35 travel reimbursements a month, cutting average PO turnaround from 9 days to 4.
- Track a $420,000 operating budget in Workday, sending monthly variance reports to the department chair.
- Plan 12 seminars and a 200-person annual symposium each year, managing catering, rooms and speaker travel within budget.

Office and Program Coordinator — Triangle Community Housing Alliance

Durham, NC · Mar 2020 – Dec 2021

- Supported 3 program teams totaling 25 staff, scheduling 30 meetings a week across shared calendars.
- Built a shared onboarding checklist that cut new-hire setup time from 5 days to 2 for 14 hires.
- Managed 9 vendor contracts, including cleaning, IT support and printing, renegotiating 2 for a combined $6,500 annual saving.

SKILLS

Operations: Purchasing, travel booking, onboarding logistics, records management

Finance: Budget tracking, expense reconciliation, invoice processing, variance reports

Systems: Workday, Microsoft 365, SharePoint, Concur, Smartsheet

Coordination: Event planning, calendar management, vendor relations, meeting minutes

CERTIFICATIONS

Certified Administrative Professional (CAP), IAAP, 2023

EDUCATION

BA, Communication, North Carolina Central State University, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.