Rosalind Okafor

Office Assistant

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SUMMARY

Office assistant with 3 years supporting offices of 25 to 40 staff in property management and architecture. Handles phones, mail, supply ordering, filing and room booking in Microsoft 365 and Google Workspace, and keeps a monthly supply budget of $1,200 on target. Known for organized shared drives and a front office visitors find easy to navigate.

EXPERIENCE

Office Assistant — Harrowgate Property Management

Columbus, OH · Mar 2023 – Present

- Answer and route about 60 calls a day across 4 departments, logging maintenance requests from tenants in the work order system the same day.
- Order office and kitchen supplies for 38 staff within a $1,200 monthly budget, staying under budget in 20 of the last 24 months by consolidating vendors.
- Scanned and indexed 9 years of paper lease files (about 6,000 documents) into SharePoint, freeing a storage room the company had rented for $300 a month.
- Manage the booking calendar for 3 meeting rooms, cutting double-bookings from several a week to none after moving bookings to Outlook room resources.

Office Assistant (Part-Time) — Lindqvist Studio Architects

Columbus, OH · Aug 2021 – Feb 2023

- Sorted incoming mail and courier deliveries for 25 staff, logging around 40 drawing sets a month so none went missing between project teams.
- Prepared client meeting rooms and printed presentation packs for 6 to 10 client visits a month, with materials ready 30 minutes before each meeting.
- Kept the plotter, printers and copier supplied and logged faults, reducing printer downtime to under 1 day a month by reordering toner at a set threshold.

SKILLS

Software: Microsoft 365 (Outlook, Excel, Word, SharePoint), Google Workspace, Adobe Acrobat

Office operations: Multi-line phones, mail and courier logging, supply ordering, meeting room booking

Records: Filing systems, document scanning and indexing, shared drive organization

Typing: 60 WPM, basic bookkeeping entry, invoice matching

EDUCATION

Certificate, Office Administration, Columbus State Community College, 2021

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