Leontyne Abernathy-Okafor

Office Coordinator

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SUMMARY

Office coordinator with 4 years running day-to-day operations for offices of 45 to 90 people. Handles supplies, visitor management, facilities requests and new-hire setup, manages a $95,000 annual office budget and cut monthly supply spend by 14% after consolidating vendors.

EXPERIENCE

Office Coordinator — Prairiestone Architecture Studio

Fargo, ND · Feb 2023 – Present

- Run daily office operations for a 90-person studio across 2 floors, including mail, deliveries and a 24-seat model shop.
- Manage a $95,000 annual office budget and moved supplies to 2 preferred vendors, lowering monthly spend by 14%.
- Log and route about 60 building, cleaning and IT tickets a month, closing 92% within 2 working days.
- Prepare desks, badges and laptops for 22 new hires a year, with every workstation ready before the start date.

Front Office and Facilities Assistant — Red River Smile Dental Group, Head Office

Moorhead, MN · Jun 2021 – Jan 2023

- Greeted about 35 visitors a day and moved sign-in from a paper book to a tablet system used by 45 staff.
- Tracked keys and access cards for 6 clinic locations, recovering every card from 11 departing employees.
- Organized 10 staff lunches and a holiday party for 80 guests on a $4,200 budget.

SKILLS

Office operations: Supply ordering, mail and courier handling, kitchen stock, desk moves

Facilities: Work-order tracking, cleaning schedules, landlord contact, safety walk-throughs

Systems: Microsoft 365, Envoy visitor management, Asana, Coupa, QuickBooks

People support: New-hire setup, visitor greeting, event logistics, office announcements

CERTIFICATIONS

Workplace First Aid and CPR, Dakota Red Cross chapter, 2024

EDUCATION

AAS, Business Management, North Dakota State College of Science, 2021

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