Melissa Grant

Office Manager

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SUMMARY

Office manager with 5 years of experience running daily operations for a 60-person design studio and a 30-attorney law firm. Manages a $180,000 annual office budget, 12 vendor contracts and new-hire onboarding. Known for catching billing errors early and keeping the office running without anyone noticing the effort behind it.

EXPERIENCE

Office Manager — Larkspur Design Studio

Denver, CO · Apr 2022 – Present

- Manage a $180,000 annual facilities and supplies budget across 2 floors, cutting vendor costs by 14% by rebidding the cleaning and courier contracts.
- Run onboarding for 28 new hires a year, building the IT, badge and desk setup checklist that cut first-day setup issues by half.
- Negotiated a new lease amendment with the building management that saved $9,600 a year in shared utility fees.
- Coordinate 14 vendor relationships including IT support, catering and office supplies, reviewing contracts annually for renewal terms and pricing.
- Lead planning for 6 all-staff events a year, including an 80-person holiday party, staying within a $15,000 budget each time.

Administrative Coordinator — Hawthorne & Reyes LLP

Denver, CO · Feb 2019 – Mar 2022

- Supported office operations for 30 attorneys and 15 support staff, managing calendars, travel and expense reports for the partners.
- Tracked monthly expenses against a $40,000 operating budget in Excel, flagging 3 recurring overcharges that saved $6,200 over a year.
- Organized the firm's move to a new office, coordinating movers, IT cutover and furniture delivery with zero lost workdays.

SKILLS

Operations: Budget tracking, vendor management, lease administration, office onboarding

Software: Microsoft Office (Excel, Outlook), Google Workspace, QuickBooks, Slack, Asana

Facilities: Vendor contracts, supply inventory, building management liaison, event logistics

People: New-hire onboarding, scheduling for leadership, cross-department coordination

EDUCATION

B.A. Communications, Metropolitan State University of Denver, 2018

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