


The logo consists of the letters 'TM' in a bold, white, sans-serif font, centered within a solid yellow square.

Thomas Moore

Office Manager

Senior Office Manager / Director of Administration with 14 years across professional services, biotech, and private equity-backed companies. Have led office relocations, M&A onboarding, and headcount growth from 40 to 220. Comfortable presenting operational budgets to founders and boards.

CONTACT INFORMATION

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EDUCATION

- M.B.A., Babson College, 2014
- B.A., English, Clark University, 2010
- PMP, Project Management Institute (2018)

KEY SKILLS

- Multi-site office and facilities leadership
- Office relocation & build-out management
- Capital and operating budget ownership (\$2M+)
- Vendor governance & contract negotiation
- M&A and rapid-headcount onboarding
- Business continuity & emergency planning
- Executive team support & board logistics
- People leadership (teams of 4-8)
- Workday, Concur, Coupa

PROFESSIONAL EXPERIENCE

Director of Office Operations | 2019 - Present
Cardamere Capital Partners, Scottsdale, AZ | 2019 to Present

- Oversee administration, facilities, and EA team (6 direct reports) across HQ and two portfolio-company satellite offices.
- Led the 2022 HQ relocation to a 28,000 sq ft Class A space; delivered the move 11 days ahead of plan and \$312,000 under the approved capital budget.
- Own the office and admin budget of \$2.4M; present quarterly variance to the CFO and managing partner.
- Stood up a unified vendor governance program covering 31 suppliers, with annual scorecards and a 2-bid rule on contracts above \$25K.
- Partner with HR on executive search logistics and onboarding for portfolio CEOs joining the platform.

Office Manager | 2015 - 2019
Verith Biosciences, Cambridge, MA | 2015 to 2019

- Scaled office operations from 42 to 158 employees across a Series B and Series C raise.
- Built the company's first administrative playbook covering onboarding, travel, expense, and visitor security; still in use after acquisition.
- Negotiated a 5-year lease extension that included \$640K in landlord-funded lab build-out.
- Hired and trained four office coordinators, including the eventual office manager for the South San Francisco site.
- Co-led BCP and emergency response planning with EHS, including the 2017 winter shutdown drill.

Office Manager | 2012 - 2015
Sutherland & March CPAs, Worcester, MA | 2012 to 2015

- Managed daily operations for a 48-person regional accounting firm, including the busy season ramp from January through April.
- Reorganized records storage and digitized 8 years of client files with an outside scanning vendor.
- Took over the firm's CPE tracking and reduced last-minute compliance scrambles to zero over two cycles.
- Coordinated partner travel and quarterly leadership offsites.

Executive Assistant | 2010 - 2012
Belmont Stone Insurance Group, Worcester, MA | 2010 to 2012

- Supported the COO and two VPs with calendar, travel, and board prep.
- Coordinated quarterly board meetings, including materials and offsite logistics for 18-22 attendees.

- PMP certified

- Maintained the COO's expense reports and corporate card reconciliation.