


Frank Rogers

Office Manager

Office Manager with 6 years overseeing operations for a 55-person law firm and a regional nonprofit. Run the unglamorous middle of an organization: vendors, leases, AP, IT requests, and the HR pieces partners or directors do not want to touch.



CONTACT INFORMATION

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 Minneapolis, MN

KEY SKILLS

- Office budget planning & forecasting
- Lease and vendor contract negotiation
- QuickBooks Online, Bill.com
- NetDocuments, iManage basics
- HR coordination (onboarding, benefits, PTO)
- Microsoft 365, Zoom, Slack administration
- Event planning (up to 350 attendees)
- Policy and procedure documentation
- Audit and compliance support
- SHRM-CP certified

PROFESSIONAL EXPERIENCE

2021 - Present

Office Manager | Karsten Reed LLP, Minneapolis, MN | 2021 to Present

- Manage day-to-day operations for a 55-attorney litigation firm, including a 14,000 sq ft downtown lease and 8 vendor relationships.
- Lead annual budget planning with the COO; built a rolling 13-week cash view for office expenses that has held within 3% of forecast for seven straight quarters.
- Coordinate associate onboarding with HR and IT, including bar admission paperwork and document management system access in NetDocuments.
- Took ownership of the firm's CLE event calendar (12-15 events per year) and brought catering spend down by about a quarter through a preferred-vendor list.
- Backup notary and document custodian; sit in on quarterly insurance and compliance reviews.

2018 - 2021

Operations Manager | Northwoods Literacy Council, Saint Paul, MN | 2018 to 2021

- Ran office operations for a 22-staff nonprofit serving 4 county sites, including remote-site supply logistics.
- Reworked the AP process in QuickBooks Online; cut average vendor payment time from 38 days to 19.
- Managed the annual gala (~340 attendees) from venue contract through day-of staffing for three years running.
- Liaised with the board treasurer on monthly financials and the annual audit.

EDUCATION

B.S., Organizational Management, University of Minnesota, 2018

SHRM-CP, Society for Human Resource Management (2022)