

Ashley Garcia

Office Administrator

Senior Office Administrator with 15 years leading administrative operations for professional service and tech firms ranging from 40 to 220 employees. Known for taming chaotic offices, building admin teams that stay, and owning facilities, vendors, and exec support end to end.

Contact Information



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Education

- B.S. Business Management, Portland State University, 2009
- Certified Administrative Professional (CAP), Organizational Management specialty, 2017
- OSHA 30-Hour General Industry, 2021

Key Skills

- Multi-site office operations
- Admin team leadership and hiring
- Office relocation and space planning
- Lease and vendor negotiation
- Budget ownership (\$1M+)
- Executive support for C-suite
- Concur, NetSuite, Microsoft 365
- Envoy, Robin, and Slack admin
- Safety and emergency planning
- Onboarding program coordination

Professional Experience

SENIOR OFFICE ADMINISTRATOR | TRAILPOST ANALYTICS, PORTLAND, OR
2020 – PRESENT

- Direct all administrative operations for a 180-person headquarters and two satellite offices.
- Supervise a team of 4 admins and 1 facilities coordinator; team turnover sits at one departure in four years.
- Led the 2023 office relocation across 28,000 square feet, finishing \$42,000 under the approved budget.
- Own the office services budget of \$1.1M, including lease, utilities, food program, and vendor contracts.
- Partner with HR and IT on quarterly onboarding cohorts averaging 14 new hires per quarter.

OFFICE MANAGER | HARTWELL ARCHITECTURE STUDIO, SALEM, OR
2015 – 2020

- Managed the front office, library, and material sample room for a 65-person architecture firm.
- Supported 6 partners with calendars, travel, and AIA continuing-education tracking.
- Cut the office supply line item by 23% over two years by consolidating to a single contracted vendor.
- Coordinated client design reviews, including printing, room setup, and catering for groups of 20 to 40.
- Hired and trained 3 administrative assistants who each moved into project coordinator roles.

EXECUTIVE ASSISTANT AND OFFICE LEAD | MARROW BAY LOGISTICS, PORTLAND, OR
2012 – 2015

- Supported the COO and CFO of a regional logistics company with 140 employees.
- Ran the office's transition from paper to digital expense reporting in Concur.
- Managed the company's vehicle insurance certificates and DOT compliance filing calendar.
- Planned the annual all-hands offsite for three years, including venue, travel, and breakout sessions.

ADMINISTRATIVE ASSISTANT | WESTVALE PROPERTY GROUP, BEAVERTON, OR
2009 – 2012

- Supported a team of 8 property managers across a 4-building commercial portfolio.

- Processed tenant work orders and routed them to the correct maintenance vendor.
- Reconciled monthly CAM charges with the senior property accountant.
- Maintained tenant insurance certificates and lease renewal calendars.