



NADIA WHITFIELD

OFFICE COORDINATOR

Office administrator with eight years across law and life-sciences offices. Owns vendor contracts, facilities issues, and the boring recurring work that keeps a 60-to-100-person office running. Trusted to sit in for the office manager during PTO.

CONTACT INFORMATION



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Providence, RI 12345

KEY SKILLS

- Facilities and vendor management
- Office budget ownership (\$250K-\$400K range)
- Contract renewals and RFPs
- Event coordination (up to 150 attendees)
- Concur, Bill.com, NetSuite (basic)
- Microsoft 365, Google Workspace, Notion, Asana
- Envoy, Kisi, Brivo
- Team supervision (2-4 direct reports)
- Office moves and buildouts
- Notary Public

PROFESSIONAL EXPERIENCE

Office Administrator | Ashcroft & Vellum, Providence, RI | 2021 – Present

- Administer facilities, vendor, and supply operations for a 92-attorney law firm across two floors.
- Manage a discretionary office budget of roughly \$310,000 per year covering supplies, catering, subscriptions, and small facilities repairs; closed the last two fiscal years within 3% of plan.
- Rebid the copier and print services contract during renewal and moved the firm to a per-click model that trimmed monthly print spend by about a quarter.
- Coordinate continuing education lunches, partner offsites, and client-facing events (up to 140 guests), including venue, catering, microphones, and gift logistics.
- Supervise two receptionists and a mailroom clerk, including scheduling, coverage during PTO, and quarterly check-ins.

Senior Office Coordinator | Keelson Biosciences, Warwick, RI | 2018 – 2021

- Ran daily office operations for a 65-person biotech, including reception, shipping, badge access, and lab-adjacent office supply orders.
- Owned the annual insurance renewal touchpoints (auto, general liability, workers' comp) with the outside broker; kept the renewal binder audit-ready.
- Led the buildout coordination for a 4,200 sq ft office expansion: worked with the general contractor, furniture vendor, and IT on a phased move that finished on the planned Monday.
- Rebuilt the visitor management flow in Envoy with confidentiality agreement prompts for sponsor visits, cutting front-desk paperwork handling.

Office Coordinator | Harrowfield Insurance Group, Cranston, RI | 2016 – 2018

- Managed front desk, calendars, and travel for a 30-person regional insurance office.
- Coordinated quarterly agent trainings, including materials, room setup, and continuing-education sign-in sheets.
- Reconciled monthly credit card and expense reports for six producers using Concur.

EDUCATION

B.S. Business Administration, Bryant University, 2016

Notary Public, State of Rhode Island (current)