

PRIYA RAMASWAMY

Office Coordinator

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PROFILE

Office coordinator with six years supporting 40-to-90-person offices across professional services and biotech. Own the daily rhythm of the workplace: vendors, visitors, supplies, travel, and the small fires nobody else has time for. Comfortable being the person the whole floor asks first.

KEY SKILLS

- Vendor and facilities management
- Executive calendar and travel coordination
- Event planning (25-150 attendees)
- Google Workspace, Microsoft 365, Notion, Slack
- Concur, Expensify, Bill.com
- Visitor management (Envoy, Kisi)
- Onboarding and offboarding logistics
- Purchase orders and expense reconciliation
- Notary Public

PROFESSIONAL EXPERIENCE

Senior Office Coordinator

Halberd Analytics, Raleigh, NC | 2022 - Present

- Run day-to-day operations for a 78-person headquarters, including reception coverage, mail, badge access, conference room bookings, and executive travel for four VPs.
- Renegotiated the janitorial and coffee-service contracts during a mid-lease review and cut recurring facilities spend by \$18,400 a year without changing service frequency.
- Built a shared onboarding checklist in Notion so IT, HR, and facilities all touch a new hire on day one; new-hire day-one complaints dropped to near zero over the last four quarters.
- Coordinate quarterly all-hands events for 80 to 120 attendees, from catering and microphones to name badges and dietary tracking.
- First point of contact for building management on heating and cooling issues, freight elevator scheduling, and after-hours access.

Office Coordinator

Meridian Clinical Partners, Durham, NC | 2019 - 2022

- Managed front desk for a clinical research office with heavy visitor traffic from sponsors and monitors, averaging 15 to 25 check-ins per day.
- Kept office supply and lab consumable ordering under a monthly budget of \$4,200 through a preferred-vendor list and a simple par-level sheet.
- Coordinated calendars and travel for the Director of Operations and two Principal Investigators, including last-minute rebookings during storm season.
- Owned the office move to a larger suite: packing plan, vendor scheduling, seat assignments, and a punch list that closed out in under two weeks.

EDUCATION

B.A. Communications, University of North Carolina at Greensboro, 2019

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Notary Public, State of North Carolina (current)

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