



ROLAND ACHEBE

Office Coordinator

ABOUT ME

Office manager with 14 years running headquarters and multi-site offices for firms of 80 to 260 people. Owns facilities, vendor contracts, office budgets, and the admin team. Have led three office moves and two lease negotiations, and I know when to bring in a broker instead of doing it myself.

PROFESSIONAL EXPERIENCE

Office Manager | Sterlington Wealth Advisors, Kansas City, MO
2020 – Present

- Run all office operations for a 240-person headquarters, including a team of five (two receptionists, an office coordinator, a facilities tech, and an executive assistant).
- Own an annual operating budget of \$1.6M covering rent pass-throughs, vendors, supplies, catering, and small capital purchases; three consecutive years closed within 2.5% of plan.
- Led the 2023 lease renewal in partnership with a tenant-rep broker: secured a 14-month rent abatement and a \$420,000 build-out allowance for a partial refresh.
- Rebuilt the vendor roster after a security incident, moving building access from a legacy keycard system to a cloud-based platform with audit logging.
- Chair the internal safety committee and coordinate quarterly evacuation drills with building management.

Office Manager | Bramwell & Cho Architecture, Overland Park, KS
2016 – 2020

- Managed office operations for a 110-person architecture firm across studio and satellite spaces.
- Coordinated the full move from a 22,000 sq ft studio to a 31,000 sq ft space, including furniture procurement, IT cutover, and phased seat assignments over two weekends.
- Rebid janitorial, plants, coffee, and shredding contracts and consolidated to three preferred vendors, saving about 19% year over year on recurring facilities spend.
- Managed accounts payable for office and facilities invoices in Bill.com; monthly close never missed a cutoff.
- Hired, trained, and supervised three administrative staff, including annual reviews and comp recommendations.

Office Administrator | Halberd & Reyes CPAs, St. Louis, MO
2013 – 2016

- Ran daily operations for a 60-person accounting firm, including tax-season staffing surges of 15 to 20 seasonal hires.
- Coordinated intake and secure return of client documents during tax season, working with the IT team on chain-of-custody logs.
- Managed the office supply, print, and catering budget of around \$145,000 annually.
- Oversaw front desk, reception coverage, and travel booking for six partners.

Office Coordinator | Ridgeline Property Group, St. Louis, MO
2011 – 2013

CONTACT INFORMATION

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EDUCATION

- B.A. Business Administration, University of Missouri, 2011
- Notary Public, State of Missouri, 2019

KEY SKILLS

- Office and facilities budget ownership (\$1M+)
- Lease negotiation support and broker coordination
- Vendor contracting and RFPs
- Office moves and buildouts (up to 31,000 sq ft)
- Team leadership (5+ direct reports)
- Bill.com, Concur, NetSuite, Ramp
- Envoy, Kisi, Brivo, Verkada
- Microsoft 365, Google Workspace, Asana, Notion
- Safety committee and emergency planning
- Accounts payable oversight and month-end coordination
- Hiring, training, and performance reviews

- Front desk, mail, calendaring, and supply ordering for a 35-person commercial real estate office.
- Coordinated broker events and property tours, including catering and transportation.
- Kept the office move-in binder for two smaller expansion spaces during the firm's growth phase.
- Trained the incoming coordinator during my transition into a larger administrator role.