



DEVON MARCHETTI

Office Coordinator

Office coordinator with two years of front-desk and administrative experience in a 45-person marketing agency. Known for keeping supply closets stocked, calendars unbroken, and visitors greeted before they have to ask.

CONTACT INFORMATION



(208) 555-0187



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Boise, ID 12345

EDUCATION

- A.A. BUSINESS ADMINISTRATION,
COLLEGE OF WESTERN IDAHO,
2022

KEY SKILLS

- Front desk and visitor greeting
- Google Workspace and Microsoft 365
- Calendar and conference room scheduling
- Supply ordering and inventory
- Slack, Zoom, DocuSign
- Mail and shipping coordination
- New-hire desk setup
- Basic expense reports

PROFESSIONAL EXPERIENCE

OFFICE COORDINATOR | NORTHLARK CREATIVE, BOISE, ID | 2023 - PRESENT

- Greet clients and vendors at the front desk, manage inbound calls, and route deliveries for a 45-person creative agency.
- Order office and kitchen supplies on a rolling par sheet; caught a duplicate coffee-service invoice that recovered \$1,320 in credits from the vendor.
- Book conference rooms and coordinate client lunches, including dietary tracking for pitch meetings of up to 20 people.
- Support onboarding by setting up desks, ordering swag, and walking new hires through building access on day one.

RECEPTIONIST AND OFFICE ASSISTANT | CABOT & PINE FAMILY DENTISTRY, MERIDIAN, ID | 2022 - 2023

- Checked in 40 to 60 patients per day, verified insurance, and collected copays.
- Managed the six-provider schedule and filled same-day cancellations from a standby list to keep chair-time utilization above target.
- Kept front-office supplies and patient forms stocked; handled inbound calls, faxes, and scanned records into the practice management system.