Kayla Nguyen

Administrative Coordinator

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SUMMARY

Administrative coordinator with 2 years of office and project support at a 120-person commercial contractor. Keeps calendars, meeting logistics, purchase orders and project files accurate for 3 department heads, and works daily in Excel, Word, Outlook and PowerPoint. Gives subcontractors, clients and visitors prompt, professional customer service.

SKILLS

- **Excel**
- **Word**
- **Outlook**
- **PowerPoint**
- **Microsoft Office Suite**
- **Calendar Management**
- **Purchase Orders**
- **Records Management**
- **Customer Service**
- **Attention to Detail**

EXPERIENCE

Administrative Coordinator 07/2024 - Present

Menomonee Valley Builders Milwaukee, WI

Commercial general contractor with 120 employees.

- Coordinate calendars, travel and meetings in Outlook for 3 department heads and **14** project managers.
- Process 150+ purchase orders and vendor invoices a month and tie each one to its job budget in Excel.
- Draft meeting minutes, bid letters and safety memos in Word, sending most within 1 business day.
- Build monthly PowerPoint status decks for the leadership team covering 25 active jobs.

Administrative Assistant 09/2022 - 06/2024

Brew City Property Management Milwaukee, WI

Part-time role during college at a property manager with 900 apartment units.

- Handled 60+ resident calls and emails a day, logging maintenance requests in the work order system.
- Processed rent payments and move-in paperwork for 25 to 30 new leases a month.
- Organized 2,000 tenant files into a digital records management system over one summer.
- Tracked lease renewals in Excel and sent notices 60 days before each end date.

EDUCATION

Associate of Applied Science 05/2024

Milwaukee Area Technical College Milwaukee, WI

Administrative Professional

CERTIFICATES

Microsoft Office Specialist: Word Associate

Microsoft

04/2024