Megan Patel

Front Office Coordinator

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Summary

Front Office Coordinator with 5 years of reception and office support at an engineering firm and a title company. Runs the front office for 85 employees, covering visitors, mail, supplies, vendor management and meeting room scheduling. Uses Microsoft Office every day and handles confidential client documents with sound judgment and strict confidentiality.

Experience

04/2023 - Present
Austin, TX

Front Office Coordinator

Barton Creek Engineering Group

Front office and facilities support for an 85-person civil engineering firm with 2 floors and a client meeting suite.

- Manage the reception desk, phones and visitor sign-in for **85** staff and about 40 client guests each week.
- Coordinate scheduling for 6 conference rooms and client meetings in Outlook, with no double bookings in 2 years.
- Track office supply and kitchen orders in Excel, cutting monthly spend by 18% after asking 3 vendors for new bids.
- Organize onboarding for about 20 new hires a year, setting up desks, badges, laptops and first-day schedules with IT.

08/2021 - 03/2023
Austin, TX

Receptionist

Capitol Title & Escrow

Front desk for a title company closing about 150 home sales a month across 2 Austin offices.

- Scheduled 150 closings a month and sent document reminders to buyers, sellers, lenders and real estate agents.
- Handled confidential loan and identity documents, scanning and filing each one in the closing system the same day.
- Answered about 60 calls a day and routed questions to 7 escrow officers with clear, complete messages.
- Built Word templates for closing packets that saved the escrow team about 3 hours of typing each week.

09/2019 - 07/2021
San Marcos, TX

Office Assistant

Riverside Property Management

Part-time office role at a student apartment management company while in college.

- Fielded about 40 resident calls a day and logged maintenance requests for 3 buildings.
- Filed 600 lease files and move-in forms during the busy August move-in season.
- Updated resident contact lists and rent reminders in Excel for 420 units.

Skills

- Microsoft Office
- Excel
- Outlook
- Word
- Customer Service
- Scheduling
- Vendor Management
- Confidentiality
- Organizational Skills
- Sound Judgment

Education

05/2021
San Marcos, TX

Bachelor of Arts

Texas State University
Communication Studies

Certificates

02/2024

Microsoft Office Specialist: Word Associate

Certiport