

Brandon Hughes

Office Coordinator

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Summary

Office coordinator with 5 years of office management and administrative experience, running daily operations for a 150-person software office in Austin. Handles vendor management, facilities coordination, new-hire setup and event planning on a \$180K office budget. Organized, quick to respond and at home in Microsoft Office.

Experience

05/2023 - Present
Austin, TX

Office Coordinator

Lone Pine Software

B2B software company with 150 staff in one downtown office.

- Manage **12** vendor contracts for cleaning, catering, security and snacks, saving \$22K a year at renewal.
- Direct facilities coordination with building management, closing 95% of repair tickets within 48 hours.
- Organize all-hands lunches and quarterly events for up to 200 guests, keeping event planning within budget.
- Track supply inventory and the office budget in Microsoft Excel and report spending monthly to the COO.

08/2021 - 04/2023
Austin, TX

Administrative Assistant

Capital City Realty Partners

Residential brokerage with 8 agents.

- Scheduled 40+ property showings a week across Outlook calendars for 8 agents.
- Prepared listing packets in Microsoft Word and PowerPoint for 120 listings a year.
- Ordered office supplies and handled 50+ walk-in and phone inquiries a day with steady customer service.
- Maintained digital filing for 300 active listings on the shared drive, so agents found any contract in under a minute.

09/2019 - 05/2021
San Marcos, TX

Student Office Assistant

Texas State University Department of Psychology

Part-time campus job while completing a psychology degree.

- Answered 40 phone and walk-in questions a day from students and faculty at the department front desk.
- Booked 25 advising appointments a week in Outlook for 6 faculty advisors.
- Assembled course packets and filed exam records for 30 class sections each semester.

Skills

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|---------------------------|-------------------|-------------------------|
| • Office Management | • Microsoft Excel | • Customer Service |
| • Vendor Management | • Microsoft Word | • Organizational Skills |
| • Facilities Coordination | • PowerPoint | |
| • Event Planning | • Outlook | |

Education

05/2021
San Marcos, TX

Bachelor of Arts

Texas State University
Psychology

Certificates

03/2024

Facility Management Professional (FMP)

International Facility Management Association