Nicole Garrett

Office Operations Manager

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Summary

Office operations manager with 9 years in workplace and office operations, now running 3 offices and a lab building for a 400-person biotech company. Handles facilities management, vendor management, space planning and workplace safety, and keeps budgets and schedules in Microsoft Excel, Word and the rest of the Microsoft Office Suite.

Experience

02/2022 - Present
San Diego, CA

Office Operations Manager

Torrey Coast Biosciences

Biotechnology company with 400 employees across 3 offices and 1 lab building.

- Run daily office operations for **400** employees across 4 sites with a team of 3 coordinators.
- Manage a $1.8M workplace budget covering leases, janitorial, catering, security and supplies.
- Planned a 120-person expansion onto a new floor, opening 2 weeks ahead of schedule.
- Lead the site safety committee and badge access program, passing 2 Cal/OSHA inspections with no citations.

03/2019 - 01/2022
San Diego, CA

Office Manager

Mission Valley Software

Software company with 150 employees.

- Oversaw front desk, supplies, IT equipment and facilities for 150 employees.
- Built a desk-booking system in Excel for 90 desks when the office moved to hybrid work.
- Negotiated 9 vendor contracts, reducing annual office services spending by $65K.
- Coordinated all-company events for up to 200 people, including the yearly offsite.

06/2017 - 02/2019
San Diego, CA

Office Coordinator

Point Loma Wealth Partners

Wealth management firm with 12 advisors.

- Handled reception and calendar management in Outlook for 12 advisors.
- Purchased supplies and kitchen stock on a $1,500 monthly budget.
- Drafted client meeting packets in Word and PowerPoint for 40 reviews a month.

Skills

Office Operations • Facilities Management • Vendor Management • Space Planning • Workplace Safety Budgeting • Microsoft Excel • Word • Microsoft Office Suite • Professionalism

Education

05/2017
San Diego, CA

Bachelor of Arts

San Diego State University

Communication