

Kristin Dionigi

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Office Coordinator Profile

Dedicated, well-organized professional with 5+ years administrative and 5+ years management experience working in diverse, fast-paced environments. Proven record of success overseeing day-to-day business and facility operations, to include client relations, vendor management, file system management, and inventory management for streamlined efficiency. Ensure full adherence to company policies and procedures, local and federal regulations, and industry standards. Steer verbal and written communications. Build interpersonal relationships with customers, employees, senior managers, executive leadership, and stakeholders. Proficient technical expertise in Microsoft Office Suite (MS Word, Excel, PowerPoint, Access, Outlook), MS Publisher, QuickBooks, SharePoint, Sage 300/Paperless, G Suite, OnGuard/Lenel, and Concur.

- Office Management
- Operational Management
- Staff Training and Development
- Budget / Fiscal Management
- Team Leadership Management
- Sales Management
- Marketing Management
- Real Estate Management
- Case Management
- Records / File Management
- Event Management
- Inventory Management
- Contract Management
- Vendor Management
- Accounts Payable / Receivable

Career Experience

Office Manager, Robert Half, 7535 Hilltop Drive, Denver CO 80221 (303) 813-0035

3/2021 to Present

Provide office support for a general contractor in Denver. Handle the intra-office communication protocols, streamline administrative procedures, inventory control, task delegation. Energetic professional who does not mind wearing multiple hats.

- Assisting the Project Coordinator on the subcontractor files
- Responsible for managing office services by ensuring office operations and procedures are organized, filing systems, supply requisitions

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- Participate in planning and execution of company events
- Manage executives' schedules, calendars, and appointments
- Provide support to visitors
- Point person for accounting, supplies, equipment, and errands
- Assist with managing the fleet vehicles

Administrative Assistant, IHS Markit Digital, 5775 Flatiron Parkway Boulder, CO 80303 (303) 417-9999

9/2016 to 4/2020

Provided administrative oversight to an office of over 500 employees, responsible for supporting daily operations and serving as the first point-of-contact (POC) to customers and guests. Maintained day-to-day responsibility for scheduling appointments, coordinating meetings, customer relationship management (CRM), inventory management and P-card purchases, event management, and steering telephone and email communications. Established effective paper and digital records management systems to ensure the confidentiality of sensitive client and employee information. Worked with cross-functional team members to address consumer inquiries.

- Provided oversight to the Security Systems Lenel Badge Program by assisting visitors and managing a daily records log of temporary badge utilization for System and Organization Controls (SOC) 2 audits.
- Worked with the Facilities Director to address reported building issues by senior managers and employees.
- Coordinated the development and execution of the RTD Eco Pass Program, to include the recruitment of existing and past employees.
- Managed monthly expense report reconciliations and vendor invoices for accounts payable (A/P) processing.

Security Specialist / Dispatcher, Allied Barton / Xilinx, Inc., 1951 S Fordham Road Longmont, CO 80503

(720) 652-3555

2/2004 to 8/2016

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Held responsibility for the supervision of the dispatch center, to include consistent camera observations, badging system oversight, and checking Delta and Set Point System alarms. Utilized the Tririga System to notify the Facilities Manager of the Liebert Systems Units. Led the training of new employees on company policies and procedures.

- Developed and implemented a global security protocol program that is utilized nationally by the company.

Receptionist / Office Coordinator, Valley Veterinary Hospital, 1191 Ken Pratt Blvd. Longmont, CO 80501

(303) 776-0234

9/2005 to 8/2009

Managed A/P and A/R responsibilities, to include preparing billing statements and connecting with clients to collect service payments. Steered face-to-face and telephone communications to schedule patient appointments. Reviewed patient needs to accurately and effectively discuss high risk situations with Veterinarians and staff members. Established an effective patient records system, to include keeping personal records and billing invoices updated.

Branch Manager, Advance America, 4800 Baseline Road Boulder, CO 80301 (720) 304-2710

8/2002 to 2/2004

Directed the daily workflow of employees to support daily branch operations and customer interactions. Coordinated the annual branch budget and maintained annual financial goals. Led the recruitment, hiring, and training of new employees and current employee relations. Managed the entire debt collection process for the area branch, to include court case management.

- Developed and implemented the organizational marketing plan, resulting in increased external growth.

Assistant Manager / Processor, Cloverbasin Village Apartments, 630 Peck Drive Longmont, CO 80503

(303) 485-0512

3/2001 to 6/2002

Assisted with Property Manager with day-to-day operations and customer relations, to include managing A/R and leases. Established and maintained positive relationships with residents, prospective residents, vendors, and co-workers. Performed general office duties, to include managing telephone calls, file management, inventory management, ordering supplies, and writing service requests. Helped implement

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marketing plans to lease vacant apartment units. Gathered and reviewed new tenant applications and negotiated leasing contracts. Maintained current and complete understanding of inputting daily activities using property management software.

- Conducted move-out inspections to document changes for security deposit reconciliations; ensured readiness of apartment complexes and amenities to lead successful tours.
- *Additional experience as a Document Control Assistant* for MMR Electrical Contractors 3/1998 to 6/1999.

Education

Certificate in Advertising and Business Law

Front Range Community College, Fort Collins, CO

High School Diploma

Niwot High School, Niwot, CO

Professional Training

Notary Public Certification – Colorado Department of State (8/2018 to 8/2022)

Scrum Master Certification – Mountain Goat Software (10/2018 to 10/2022)

CPR Certification – American Heart Association (AHA) (8/2018 to 8/2020)

Paralegal Certification- University of Colorado (10/2011 to 3/2012)