

Alani Jenkins

📞 (718) 555-3906 ✉ alani.jenkins@example.com 💼 linkedin.com/example/alanijenkins 📍 Brooklyn, NY 11201

SUMMARY

Operations professional with four years supporting fast moving startup and professional services teams through office operations, **recruiting coordination**, **executive scheduling**, vendor management, events, equipment, and **employee lifecycle logistics**. Builds practical systems that turn recurring requests into clear processes, while preserving hands on responsiveness in an in person workplace. Coordinates confidential calendars, candidate visits, onboarding, offboarding, laptop procurement, repairs, food programs, guest experiences, office moves, and vendor deliverables. Anticipates workplace needs, communicates clearly, and keeps details moving across shifting priorities. Experience supporting technical teams includes exposure to digital asset and financial technology operations. Brings sound judgment, reliable follow through, and comfort balancing **physical workplace tasks** with higher level projects that keep growing organizations organized and ready for change.

EXPERIENCE

Operations Associate, Startup Operations

February 2025 - Present

North Cove Digital Markets

Brooklyn, NY

Own daily workplace operations for a growing digital asset software team, covering office services, recruiting logistics, executive support, equipment, events, vendors, and expansion planning. Provide practical coordination across employees, candidates, leaders, and service providers while converting recurring needs into dependable operating routines.

- Run daily **office operations** across supplies, meals, guests, **equipment**, facilities, and changing workplace needs.
- Maintain laptop **inventory**, coordinate procurement and **repairs**, and prepare equipment for employee transitions.
- Coordinate confidential executive calendars, **business dinners**, and time sensitive scheduling requests with discretion.
- Schedule interviews, candidate arrivals, rooms, and interviewer changes while keeping recruiting records accurate.
- Plan **team events** through vendor selection, setup, closeout, and reusable operating checklists.
- Track office expansion vendors, deliveries, access needs, and employee communications across shifting timelines.

Operations Coordinator, Workplace Services

September 2022 - January 2025

Beacon Row Advisory

New York, NY

Coordinated office services for a client facing professional services team, combining reception, food programs, inventory, recruiting administration, executive scheduling, employee transitions, events, and vendor oversight. Created clearer ownership and repeatable checklists that supported dependable service across competing workplace demands.

- Coordinated **office services**, reception coverage, food programs, **supplies**, and vendor visits for staff.
- Built **inventory** and ordering routines that clarified ownership and reduced last minute supply requests.
- Scheduled interviews and onboarding activities while maintaining accurate candidate and employee records.
- Resolved executive calendar conflicts, confirmed external meetings, and communicated schedule changes discreetly.
- Coordinated **onboarding** and **offboarding** checklists covering equipment, access, workspace readiness, and documentation.
- Managed event **vendors** through written scopes, deadlines, delivery checks, and issue follow up.

PROJECTS

Office Expansion Logistics 📅 2026

Supported expansion planning through vendor tracking, delivery coordination, access preparation, employee communications, and changing operational timelines. Kept practical details visible so workplace transitions could move forward with fewer surprises.

Workplace Inventory System 📅 2024

Created recurring inventory and ordering routines for supplies, food, beverages, laptops, and accessories. Clear ownership helped staff find needed items and reduced urgent requests across daily operations.

LEADERSHIP & AWARDS

- Recognized by operations leadership for dependable handling of confidential executive scheduling and sensitive requests.
- Selected to coordinate recurring workplace events, vendor details, candidate visits, and employee transition logistics.
- Earned team trust by converting recurring operational needs into clear checklists and ownership routines.

EDUCATION

Bachelor's Degree in Organizational Communication

2022

Baruch College GPA: 3.5

New York, NY

Coursework: Organizational Communication, Business Writing, Project Management, Workplace Relations

CERTIFICATIONS

- Google Project Management Certificate 📅 2024
- Workplace Operations Certificate 📅 2025

TECHNICAL SKILLS

- **Office Operations:** Workplace services, supply coordination, facilities support
- **Recruiting Systems:** Interview scheduling, candidate records, onboarding coordination
- **Executive Administration:** Calendar management, business dinners, confidential scheduling
- **Inventory Systems:** Laptop inventory, accessory tracking, supply ordering
- **Procurement Tools:** Laptop procurement, repair coordination, replacement planning
- **Event Management:** Vendor selection, event setup, event closeout
- **Vendor Management:** Written scopes, delivery checks, issue follow up
- **Employee Lifecycle:** Onboarding, offboarding, access coordination
- **Workplace Food Programs:** Lunch coordination, dinner coordination, snack inventory
- **Office Relocation:** Move logistics, access planning, delivery tracking
- **Process Documentation:** Operating checklists, repeatable processes, ownership routines
- **Communication Tools:** Written communication, candidate updates, employee communications

SKILLS

- | | | | |
|---------------------------|---------------------|------------------------|----------------------------|
| • Office Operations | • Onboarding | • Inventory Management | • Process Documentation |
| • Startup Operations | • Offboarding | • Laptop Procurement | • Confidential Information |
| • Executive Scheduling | • Vendor Management | • Guest Experience | • Written Communication |
| • Recruiting Coordination | • Event Logistics | • Office Moves | |

PROFESSIONAL AFFILIATIONS

- Operations professional with experience supporting startup and professional services teams in person.
- Digital asset and financial technology operations exposure through workplace support for technical teams.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST