

Kellie Gillis, Office Administrator

Synapse Energy Economics | 485 Massachusetts Avenue, Suite 3 | Cambridge, MA 02139 | (781) 801-2668
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PROFESSIONAL EXPERIENCE

Synapse Energy Economics Inc., Cambridge, MA. *Office Administrator*, March 2023 - Present

- Help facilitate a collaborative work environment and contribute to the smooth functioning of the Office
- Assist the Operations Team with event planning, including ordering, logistics, vendor coordination, etc.
- Provide operational and administrative support to staff as needed
- Serve as a liaison with the Property Manager to effectively communicate facility-related information
- Maintaining a clean & organized office & overall up keep of shared spaces
- Triage & resolve basic IT issues, report unresolved issues to IT & monitor until resolved

Solo.io, Cambridge, MA. December 2019 – August 2023

- Oversee an office of 40 employees, 20 in-person and 20 remote staff.
- Hold primary relationship with building management to troubleshoot problems as well office spaces operate properly.
- Collaborate with HR and IT to onboard and offboard employees.
- Maintain office spaces, conference rooms, and employee desk assignments
- Proactively propose and execute 35 special occasion and holiday celebrations
- Help to promote employee wellbeing, team building and increase morale.
- Own planning, ordering of employee gifts for birthdays, anniversaries and Special Occasions
- Support employees with general office enquiries and logistics needs.

Charles River Ventures, Waltham, MA. *Receptionist*, November 1999 – November 2018

- Coordinated and managed front office day to day administrative duties
- greeting guests, mail and shipping, inventory, and office management.
- Maintained calendar for conference room, video equipment usage, facility maintenance
- Acted as liaison with long- and short-term office guests, orientating them to company procedures, IT
- Assisted off site at Annual Limited Partner meeting and networking events.

EDUCATION

Mt Ida College, Newton, MA

Associate in Education; Early Childhood Education