JULIAN MERCER

ADMINISTRATIVE COORDINATOR

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PROFESSIONAL SUMMARY

Administrative Coordinator with 7+ years supporting academic, technology, and healthcare teams of 25 to 60 people. Coordinates schedules, projects, events, and budgets, and builds simple tracking systems that keep work visible. Gives faculty and managers reliable follow-through on deadlines and details.

PROFESSIONAL EXPERIENCE

Administrative Coordinator Jan 2023 - Present
The University of Texas at Austin, Austin, TX

- Coordinate operations for a department of 45 faculty and staff, handling scheduling, room reservations, and visitor logistics.
- Built a Smartsheet grant and deadline tracker that replaced three spreadsheets, and the team has not missed a submission deadline since launch.
- Organized the annual symposium with 220 attendees, managing registration, vendors, and a $42,000 event budget with a variance under 3%.
- Process travel and procurement requests in the university system, shortening reimbursement turnaround from 21 to 12 days.
- Prepare agendas and action logs for faculty meetings and send follow-up summaries the same day.
- Onboard about 15 new faculty, postdocs, and visiting scholars a year, coordinating keys, accounts, parking, and orientation sessions.

Administrative Assistant Aug 2020 - Dec 2022
Dell Technologies, Round Rock, TX

- Supported a 30-person engineering program team with calendars, onboarding schedules, and purchase requisitions.
- Scheduled cross-time-zone meetings for teams in Austin, Bangalore, and Dublin, rotating meeting times to share the burden.
- Maintained the team's shared drive and rebuilt its index, which cut time spent searching for documents.
- Coordinated vendor visits and lab access badges for visitors with the facilities team.
- Planned weekly team meetings and quarterly offsites for 30 people, tracking action items in Smartsheet until closed.
- Processed purchase requisitions for roughly $150,000 of equipment and software a year, following up with vendors on delivery dates.
- Reconciled the department's monthly budget reports against departmental ledgers and flagged variances to the business manager.

Administrative Assistant Jun 2019 - Jul 2020
St. David's HealthCare, Austin, TX

- Assisted a nurse manager and 40 nurses with schedules, PTO tracking, and credential file updates.
- Created a one-page onboarding packet for new nurses that reduced missing paperwork on day one.
- Updated the unit's staff phone list, parking permits, and locker assignments each quarter for about 55 employees.
- Ordered unit supplies weekly and tracked usage to keep stock within budget.
- Coordinated annual skills fair and mandatory training sign-ups for 40 nurses, reaching 100% completion before the deadline.

CORE SKILLS

Project coordination | Event management | Calendar management | Budget tracking | Smartsheet | Microsoft 365 | Procurement requests | Travel coordination | Meeting minutes | Stakeholder communication | Shared drive organization | Grant deadline tracking | Process documentation | Vendor follow-up

EDUCATION

Bachelor of Arts in Communication Studies, Texas State University, San Marcos, TX

CERTIFICATIONS

Smartsheet Core Product Certification | Microsoft Office Specialist: Excel Associate