

SACHIKO SLOMOFF

Honolulu, HI | 808-253-1234 | sachiko@sachikoslomoff.com | sachikoslomoff.com

SUMMARY

Operations and administrative professional with 10+ years of experience in project coordination, production scheduling, vendor and facilities management, and executive support. Known for keeping complex, deadline-driven workflows on track across sales, production, and leadership teams. Skilled at managing logistics, contracts, and cross-functional communication in fast-paced environments.

EXPERIENCE

Sales Coordinator & Office Administrator

Jul 2025 – Present

Pacific Business News (American City Business Journals) — Honolulu, HI

- Provide administrative, operational, and sales support to the Market President & Publisher and sales team, serving as central point of coordination across sales, editorial, design, finance, circulation, and events.
- Manage the weekly print production process — production reporting, advertising deadlines, and sales sign-offs — coordinating with designers to ensure on-time publication every week.
- Coordinate advertiser agreements and sales documentation in Salesforce, maintaining accurate records and supporting contract execution.
- Oversee Honolulu office operations: vendor relationships, facilities coordination, shipping/receiving, and liaison with building management, contractors, and service providers, including loading dock reservations, COIs, and security access.
- Plan and execute client events, staff meetings, and employee engagement activities, managing invitations, scheduling, vendors, and follow-up communications end to end.
- Partner with accounting teams on invoices, payments, billing inquiries, and customer account updates; prepare polished executive correspondence on behalf of leadership.

Job Planner

2023 – Jul 2025

HonBlue, Large Format Graphics Department — Honolulu, HI

- Tracked projects and maintained a daily production schedule, communicating turnaround estimates and status to team and clients to consistently meet deadlines.
- Served as point of contact between clients and production/install teams, following up on outstanding items to keep projects on track.
- Prepared and verified invoices for payment, ensuring billing accuracy.

Project Assistant

2020 – 2022

Hawai'i Department of Human Services — Honolulu, HI

- Coordinated virtual meetings and events for the Comprehensive Child Welfare Information System (CCWIS) team, prospective IT vendors, and subject matter experts.
- Supported research, editing, formatting, and note-taking for all meetings and project documentation.

Host

2019 – 2020

Tane Vegan Izakaya — Honolulu, HI

- Coordinated guest rotation with floor staff; managed reservations, special requests, and facility upkeep.

Floor Manager

2012 – 2014

ThinkTech Hawai'i — Honolulu, HI

- Provided administrative, media, and tech support to the President, hosts, and guests for live broadcasts.
- Trained on TriCaster and served as Assistant Broadcast Engineer, video switching for 50+ live shows.

SKILLS

Salesforce • Microsoft Office • Google Workspace • Monday.com • Slack • Zoom • SurveyMonkey • Production Scheduling • Vendor & Facilities Management • Event Coordination • Invoicing & AP/AR Support • Executive Communications

EDUCATION

Bachelor of Arts, Human Geography

2013

University of Oregon — Eugene, OR

Certificate in the Art of Leadership

2015

University of Hawai'i at Mānoa — Honolulu, HI