

PROFESSIONAL SUMMARY

Multi-faceted, efficient, and resourceful professional with excellent written and verbal communication skills, creative inclination, and excellent problem-solving ability. Flexible and detail-oriented. Skilled at remaining poised under pressure. Computer literate- related to Microsoft Office, SQL Server, Visio, Dynafile, cloud-computing, social media, and Internet with superb interpersonal and organizational skills. Offering a unique combination of administrative, human resources, customer service, computer literacy, and child-care experience.

EDUCATION

Syracuse University

School of Information Studies

Bachelor of Science in Information

Management and Technology*

*11 credits until degree completion

Microsoft Visio

Microsoft SQL Server

Microsoft Access

Microsoft Office

Dynafile

Credible Behavioral Health Software

EXPERIENCE

Behavior Interventions, Inc.

ABA PCA

July 2018 - current

Provides direct services, implementing Applied Behavior Analysis, collecting data daily, implementing instructional plans & behavior support plans. Assists clients in daily living, social, and play schemes.

Staffmore, LLC.

Recruiting Administrative Assistant &
Assistant to HR Development Manager

November 2016 - November 2017

Provides timely and efficient assistance to the staffing department as well as the HR Manager. Responsible for contacting clinicians in advance of expiration dates, and maintains database of contacts. Makes credentialing updates in multiple electronic systems. Timely verification of clearances. Responsible for ensuring credentialing files are in compliance for audits as well as auditing credentialing files and rectifying any errors or missing documents and/or information. Maintains calendar and updates online database systems. Coordinates meetings between management and client agencies. Schedules and screen interviewees and follows-up with candidates regarding on-boarding and credentialing status. Directed incoming calls to appropriate departments.

Silver Legends

Retail Sales Associate/Customer Service

May 2015 - current (as needed)

Provides impeccable customer service by recommending and selling merchandise. Efficiently maintain cash register. Processes payments by totaling purchases; processing checks, cash, and store or other credit cards. Contacts vendors and customers regarding orders. Assists in displaying merchandise, cleaning jewelry, and light cleaning.

Mastery Charter Schools

Community Outreach and Canvasser (Seasonal)

February 2016 - April 2016

Conducted thorough door-to-door interviews, distributed and collected surveys, and analyzed data. Timely followed up with community members concerning outreach initiative.

Syracuse University:**Food Services**

Cashier/Cook

January 2012 - January 2016

Worked as a team member performing cashier duties, product assistance, and cleaning while accurately maintaining cash register. Assisted students with purchases and prepared cooked meals.

City of Philadelphia:**Parks & Recreation**

Counselor/Team Leader

June 2009 - August 2012

Successfully mentored and introduced children to positive recreation through strength-based activities. Designed and planned camp activities to be conducted for the children along with the implemented daily schedule. Directed and supervised children in spontaneous/planned activities. Held responsibility for the safety, personal care, and discipline of children through positive reinforcement. Guided campers in participating successfully in all aspects of camp activities.

Syracuse University:**Division I Women's Basketball Team**

Team Manager

August 2011 - May 2012

Timely prepared for team practices and individual player training sessions. Assisted with player development as well as aided coaches and players during games. Assisted with traveling duties such as loading transportation and communicating with hotel and restaurant staff to schedule and coordinate reservations.

Vans Retail

Retail Sales Associate

July 2010 - June 2012

Efficiently and professionally assisted customers with purchases; sales, stocked inventory, and ensured the store was well-maintained at all times. Recommended, selected, and helped locate merchandise based on customer needs and desires. Maintained up-to-date knowledge of store policies regarding payments, returns, and exchanges. Met and exceeded store goals.