

Marcella Jessup

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Experience

December 2017- present

Student Climate Staff | McKinley William School | Philadelphia, PA 19122

Monitor students in various areas of school grounds. Watch students during class room sessions, recess or lunch room and ensure tables and floors are sanitary.

March 2017-August 2017

Lead Quality Assurance Specialists | Philadelphia Youth Network | Philadelphia, PA

Seasonal position of handling and entering enrollment forms for summer employment while working with Compliance and Operations department. My duties consist of:

- Travel to provider site for file intake
- Troubleshoot
- Data entry
- Organizing/ handling/ filing sensitive enrollment information

May 2016-December 2016

Quality Assurance Representative | Philadelphia Youth Network | Philadelphia, PA

Managing data entry of inner city youth's enrollment paper work for summer employment while working in the Compliance/QR department of PYN my duties consist of:

- Troubleshooting various enrollment information
- Various data entry assignments
- Quality assure sensitive information
- Managing/filing enrollment information

July 2014-August 2014 | May 2015-August 2015

Office Clerk | Urban Affairs Coalition | Philadelphia, PA

Returning staff position where I assisted the program manager with the inner city youth to find employment throughout the city. Listed but are not limited include:

- Assistant to the manager of the S-125 summer program
- Assistant payroll personnel

- Handled/filed sensitive information

August 2011- May 2015

College student| Shippensburg University| 1871 Old Maine Drive Shippensburg, PA 17257

BA Communication/Journalism

****References upon request****