

# Melissa Rowedder

*Dedicated graduate of West Chester University with 2 years of experience in*

*compliance tracking and well-versed in workers compensation claims administration.*

## SKILLS

- Self-motivated
- Multi-Tasking
- Quick Learner
- Microsoft Office
- Problem Solving
- Computer Literacy

## EMPLOYMENT

October 2017 - Present

### **HUMAN RESOURCES ADMINISTRATOR** – Nobel Learning Communities Inc. West Chester, PA

Supports the Human Resources department by processing new hire/rehire forms, monitoring, updating, and auditing employee records and Excel spreadsheets, processing Form I-9s, utilizing the E-Verify system and maintaining the file room.

- Updated the HR database with new employee information and other details on a daily basis.
- Copied, logged and scanned documentation.
- Verified data integrity and accuracy.
- Reviewed New Hire/Rehire Paperwork.
- File room maintenance
- Updated excel spreadsheets to reflect the compliance of field staff
- Managed workers compensation claims
- Reviewed doctors' notes
- Strategized accommodations for work related incidents

March 2016 - May 2017

### **NEUROFEEDBACK TECHNICIAN** – Brandywine Valley Counseling Center West Chester, PA

Provided clients with neurofeedback treatment under the supervision of an LPC. Uses problem solving skills and requires an attention to detail, an ability to work independently as well as a passion for helping others.

- Provided information on test procedures and answered general questions
- Cleaned and sterilized equipment, determined level of maintenance required on equipment
- Administered treatment on clients under LPC supervision

## EDUCATION

### **WEST CHESTER UNIVERSITY** – West Chester, PA

- Bachelor of Arts (Psychology)
- Graduated cum laude
- Coursework includes Industrial/Organizational Psychology, Research Methods, Statistics, Women and Gender Studies, Sociology, Public Speaking