

Summary

Responsible and dedicated office professional offering more than 10 years of experience in heavy-volume and fast-paced environments. Data driven decision maker, extremely organized and able to handle a variety of assignments from start to finish in a timely manner. Ambitious, with a strong work ethic and eagerness to learn, achieve and reach higher goals within the workplace.

Skills Summary

Microsoft/Google/Apple suites	Work Operating Systems	Data analysis and Reporting
APD/Kronos	Leadership Experience	Inventory Control
Customer Relations Management	Schedule Management	Vendor Coordination
Electronic Health Record Systems	Client & Employee Relations	Database administration
Marketing Automation Services	Employee Onboarding	Background Screening

Work Experience

The Citizen, Science Lab - Pittsburgh, PA

Administrative Assistant

Feb 2022 - Present

- Schedules and coordinates meetings, appointments, and travel arrangements for the President/CEO
- Assists Site Manager to ensure day to day operations run efficiently
- Collaborates with leadership team weekly on recruitment, marketing, grant and programming strategies/initiatives
- Reconciling payroll prior to transmission; processing payroll
- Performing AR/AP duties including; invoicing, bank deposits, and reconciliations
- Conduct pre-employment screening and new hire onboarding process
- Personal filing and maintenance including compliance tracking for PA Child Protective Clearances

ProVerify powered by Application Verification, Pittsburgh, PA

Operation Support Specialist/Account Lead

Dec 2021 – Mar 2022

- Provide superior client satisfaction, meeting turnaround times and service level agreements
- Successfully handle on average 100-120 files that require a final quality control review before final communication reports are provided to client contacts
- Interact with staff members at all levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient while maintaining a high level of professionalism and confidentiality
- Conduct training and on-going mentoring and monitoring to employees regarding implementing changes to client specific screening protocols
- Monitor and manage operational productions and health of 2 specific clients, one being in the non-profit sector for intellectual and developmentally disable individuals, the other being the largest construction company in the United States

Executive Administrative Assistant

May 2021 - Nov 2021

- Execute various administrative tasks, including CEO's calendar, planning and scheduling meetings
- Managed complex working from home schedule for staff
- Ensured follow-through of all discussed items in meetings
- Follow project timelines and keep operations team on task to complete milestones
- Updated spreadsheets and databases to track, analyze and report on performance

Elizabeth Lee Black School – Barber National Institute, Erie PA

CareLogic Support Specialist

Jan 2020 – May 2021

- CareLogic SuperUser for Children & Youth

Cheyenne M. Scott

Carnegie, Pennsylvania | 814-844-4240

Cmscott1121@gmail.com | LinkedIn Cheyenne-Scott

- Under minimal supervision, perform a variety of office/clerical tasks relating to activities within CareLogic, our Electronic Health Records system
- Producing reports and spreadsheets for various meetings within the school from CareLogic as well as interfacing with multiple departments within the Institution
- Identifying problem activities, investigating, and correcting errors
- Performing mass data entry for all electronic student records; including enrollment of new students, new authorizations and updating information within the system
- Providing follow up on missing student information and resolving past-due authorizations
- Administrative support for the National School Lunch Program
 - Entering data and reports monthly into multiple programs for the Food and Nutrition Service sites governed by the U.S. Department of Agriculture to ensure funds be provided to the school for free lunches for our students
- Insurance Liaison and administrative support for the School Based Mental Health Partial Program
 - Participant in students Interagency Service Planning Team meetings
- Referral Coordinator for School Districts
- Contract Writing for all Educational and One to One Contracts for APS students

Administrative Assistant

April 2018 – Jan 2020

- Maintained the Director of Children & Youth and the Education Coordinator's calendars, scheduling meetings and ensuring no conflicts occur
- Managed all travel arrangements for the Direct of Children & Youth
- Prepared, proofread, and formatted correspondences to staff
- Oversaw scheduling CPR classes for school staff
- Completed the service line Credit Card Allocation Form monthly
- Successfully planned and coordinated school events, including producing all memos, flyers, and programs
- Compliance assistant for all staff do
- Handled a variety of administrative duties for both individuals, answering phone lines, distribution of memos/emails

Associates in Counseling and Child Guidance, Meadville, PA

Human Resources Assistant

Dec 2017- Mar 2018

- Provided administrative assistance to the Human Resources Manager and Meadville BHRS Director.
- Updated and maintained all employee profiles for the Meadville location
- Hiring and training manager for Therapeutic Staff Support workers for the Meadville Location
- Performed reference and background checks for potential employees
- Prepared recruitment lists, job postings and attending job fairs

AVI Foodsystems, Meadville, PA

Office Supervisor

March 2012-Sept

2017

- Answering high volumes of emails and phone calls with confidentiality
- Assisted branch manager with everyday tasks and preparing reports
- Liaison between the branch office and corporate headquarters
- Assisting with new hires; including hair sampling for drug testing
- Prepares and distributes documents for internal and external use
- Manages incoming and outgoing equipment between all parties
- Data entry from daily orders and files accordingly
- Complies all catering, donation, and subsidy paperwork

Office Generalist

May 2011-March 2012

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Carnegie, Pennsylvania | 814-844-4240

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- Assisted office supervisor with everyday tasks
- Filed incoming invoices by numerical, alphabetical, and corresponding route
- Answer incoming phone calls and relay service calls concerning maintenance requests to technicians
- Learned branch software specific to AVI Foodsystems Inc.

Education

Meadville Area Senior High School | September 2006–June 2010

General and advanced placement courses with academic honors all four years.