

OBJECTIVE

I am a detail-oriented administrative professional with 3 + years of experience supporting academic, operational, and client-service teams. I am skilled in coordinating departmental functions, compiling and analyzing data, and preparing reports that inform program and budget decisions. Proficient in Microsoft Office Suite and SharePoint with a strong record of maintaining confidentiality, accuracy, and compliance.

EDUCATION

Florida Southern College	2020 - 2021
Harrison School of Arts	2019
<i>High Sch Diploma</i>	

SKILLS

- Academic & Administrative Support: Faculty scheduling, student documentation, program coordination, accreditation tracking
- Budget & Fiscal Processes: Expense reconciliation, purchase tracking, internal reporting, vendor communication
- Data & Record Management: Excel, SharePoint, CRM systems, data compilation, survey and report preparation
- Travel & Event Coordination: Emburse-style reimbursement systems, orientation and meeting logistics
- Communication & Interpersonal Skills: Professional correspondence, meeting minutes, multi-department collaboration
- Confidentiality & Compliance: HR, medical, and academic documentation handling
- Software Proficiency: Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace Organization, Time Management & Multitasking

WORK EXPERIENCE

Department Operations Coordinator – Anne Fontaine	September 2024– Current
<ul style="list-style-type: none">• Manage departmental records, expense reports, and internal performance data to support budget planning and accreditation reporting.• Track purchases, memberships, and reimbursements; reconcile monthly totals and prepare summary reports for leadership.• Coordinate meetings, travel logistics, and correspondence for staff and faculty-equivalent professionals.• Maintain organized digital files in SharePoint, ensuring accuracy, version control, and audit readiness.	
Administrative & Program Coordinator – Claire’s	January 2024 – September 2024
<ul style="list-style-type: none">• Oversaw daily administrative operations, including scheduling, payroll support, and expense reconciliation.• Processed confidential medical and consent forms in compliance with health-safety standards.• Designed Excel spreadsheets to track vendor invoices and departmental budgets, improving report turnaround by 30%.• Supported staff training sessions and maintained records for onboarding and professional development.	
Event & Data Support Assistant – Frescos Hospitality Services	March 2023 – December 2023
<ul style="list-style-type: none">• Collected and analyzed event attendance and satisfaction data; produced summaries to improve future planning.• Managed client communications, facility scheduling, and document tracking for over 50 annual events.• Created detailed post-event reports highlighting participation trends and cost breakdowns for management review.	
Outreach & Administrative Representative – D.A.R.E	May 2022 – March 2023
<ul style="list-style-type: none">• Compiled and processed program and donor data for quarterly reporting and audit preparation.• Assisted with travel coordination, event logistics, and maintaining confidential participant records.• Produced presentations summarizing outreach outcomes for community and funding partners.	

PROJECTS

Scheduling & Workflow Dashboard (Excel, PivotTables, Conditional Formatting)

October 2024

Built a dynamic Excel dashboard to manage 120+ mock appointments, automating status tracking and staff workload reports. Designed calendar export capability to Google/Outlook, reducing scheduling errors and improving data accuracy.

 [View Project](#)

Social Media Campaign Analytics Report (Excel, Data Visualization, PDF)

June 2024

Developed a 30-day campaign report with 90+ mock posts across Instagram, TikTok, and Facebook. Automated daily metrics tracking (impressions, engagement, clicks) and created comparative platform charts. Produced an executive summary PDF for reporting and strategy alignment.

 [View Project](#)