WORK EXPERIENCE

**Rite Aid Pharmacy – HQ: Camp Hill, Pennsylvania**

*Assistant Store Manager* *(10/10 – Present)*

*Shift Supervisor* *(6/07 – 10/10 and 6/05 – 7/06)*

*Front End Associate* *(4/05 – 7/05)*

* Interview and help hire/on-board new associates
* Troubleshoot payroll issues and helped resolve HR-related conflicts
* Train new and current associates in our many programs and procedures
* Create weekly schedules and approve payroll as needed
* Coordinate promotional displays and purchases with a wide variety of third-party vendors
* Developed new systems for inventory control and daily duties with the Store Manager
* Enforce compliance with monthly computer-based training for all associates in the store

**Carnegie Hall - New York, New York**

*Assistant to the Director*, Friends Membership Department *(4/01 – 7/02)*

* Created de-duper to remove duplicates left over in database “buy” for solicitation leads
* Developed tracking and reporting system in Excel to allow for faster daily reporting to Director
* Assisted with planning, prep and execution of special events like Opening Night Gala
* Responded to donor inquires by phone and mail

**The Legal Aid Society of New York - New York, New York**

*Office Manager (4/99 – 10/00)*

* Coordinated staff training, facilities upgrade and space renovations necessary for office-wide technology change from UNIX-based terminals to Windows-based PCs
* Directed transition from intra-office to out-sourced case file management system
* Consolidated off-site office space, staff and equipment into main office location
* Developed and instituted improved personnel, outside vendor and inventory record-keeping systems
* Responsible for the hiring, training and supervision of a clerical staff of 12 full-time employees
* Acted as a liaison with the attorney and social work supervisory staff in developing and implementing policies and procedures
* Managed all office facilities, equipment and supplies

*Paralegal (6/98 – 4/99)*

* Wrote summary reports for attorneys in preparation of court activity
* Interviewed juveniles in detention, served court papers and assisted with home visits

**The New York Public Interest Research Group, Inc. (NYPIRG) – New York, New York**

*Executive Committee Member of the State Board of Directors, Local Board Chair (5/97 – 6/98)*

*Special Projects Intern (6/97 – 8/97)*

*Local Board Vice Chair, Intern (2/97 – 5/97)*

* Helped organize NYPIRG’s annual state-wide Fall Conference in Binghamton, Leadership Training in Albany and four State Board Trainings
* Recruited, organized and trained the Brooklyn College student delegation for the state-wide Higher Education Lobby Day in Albany in March 1997
* Co-organizer of the Global Warming Rally at the United Nations Building in June 1997
* Facilitated a borough-wide press conference with State Assemblymember Joan Millman, the American Cancer Society, the New York State Association of Nurses, Brooklyn Weekly papers and NY 1 News in February 1998
* Helped to register hundreds of new citizens to vote following citizenship ceremonies at Brooklyn Federal Courthouse
* Built working coalitions with campus organizations such as Black Family, the Hillel Foundation, Greek Letter Association, the Puerto Rican Alliance, Professional Staff Congress and the Veterans’ Association

EDUCATION AND CERTIFICATIONS

**Microsoft Certified Programmer in HTML5 with JavaScript and CSS3** (3/13)

(MCP exam 70-480)

**Udacity.com** “*Introduction to Computer Science: Building a Search Engine*” with High Distinction (5/12)

**Brooklyn College, City University of New York** (8/95 – 5/98)

Bachelor of Arts, Political Science 3.84 GPA

**Sarah Lawrence College** (8/94 – 5/95)

3.85 GPA