

PAULINE FOUST

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New York, NY

Professional Summary

Detail-oriented administrative professional with a strong background in managing day-to-day operations and optimizing administrative processes. Seeking to leverage my transferable skills and passion for technology to transition into the IT field specializing in Software Engineering and Cybersecurity. Detail-oriented and quick learner with a proven track record of executing tasks with precision and efficiency. Proven ability to collaborate effectively with cross-functional teams and thrive in dynamic environments while delivering high-quality results within tight deadlines. Proficient in various coding languages and, such as HTML, CSS, basic knowledge of JavaScript and administrative software and systems, such as Linux and Microsoft Windows. Committed to continuous learning and professional growth in the rapidly evolving IT industry.

Technical Skills and Coding Language

Linux, Remote Desktop Protocol, Office 365, Jira, Spiceworks, Windows 7, 10, Virus and Malware removal, Agile, Virtual Box, HTML, CSS, and basic knowledge of JavaScript

Education

Per Scholas Software Engineering New York, NY	Anticipated Graduation: September 2023
Savvy Coders Cybersecurity + Ops New York, NY	Anticipated Graduation: August 2023
Pace University Bachelor of General Business New York, NY	December 2021

Experience

United States Navy, Naval Operation Service Center
Command, Assistant Manager January 2017 – Current

- Led and manages a 13-person administrative team responsible for processing 500 correspondence items, including personnel evaluations, reports, and designation letters, and maintaining unit policies and instructions
- Responsible for assisting the Naval Operation Service Center with managing military pay of over \$250,000 to unit personnel annually
- Maintains accountability for 50+ unit Sailors, accurately documenting and recording their drill status in Oracle/PeopleSoft software system while ensuring timely and accurate completion of unit muster

United States Navy, Naval Air Facility
Administrative Department, Assistant Supervisor January 2013 – January 2017

- Led 4 administrative personnel and 4 civilians in a daily workflow and supervised 8 employees in day-to-day operations in processing over 3,000 correspondence items, including installation directives, performance evaluations and reports, awards, records and information management and personnel transactions in support of 16 tenant commands and 5 deployed squadrons
- Processed over 200 electronic leave request chits, payroll and travel claim transactions, transfers packages, and separation orders

Volunteering:

New York City, American Red Cross August 2022 – Current
Financial and Statistical Information Team Member

- Responsible for hotel invoice reconciliation in Concur software system and maintaining a strong working relationship with the various city agencies and hotel partners