

Shannon Pierce

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Skills

Some skills that I have acquired through jobs, education and even volunteering include problem solving, communication skills, and time management.

Experience

July 2022 - Present

CNY Fertility, Syracuse, New York – *Administrative Assistant*

- Assisting nurses with whatever random tasks they may have
- Turning over rooms between patients
- Organizing materials, equipment
- Organizing paperwork for nurses or doctors as well as the online scheduling system

February 2023 - Present

Biology Department, SUNY Geneseo– *Work Study position, assistant*

- Cleaning and organizing lab equipment, papers
- Assisting the professor with any tasks she may have regarding equipment or labwork
- Collecting data/finish collections at times when needed

Education

September 2022 - Present

SUNY Geneseo, Geneseo, New York – *Degree in Business Administration*

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