

Administrative assistant II Administrative assistant II Administrative assistant II - MiTek Work
Experience Administrative assistant II MiTek 2019 to Present DEVELOPMENT AND TRAINING
Research billing issues and provide credits to customers Human resources / interviewing Manage
reservations and registrations for training classes Project management Create policies and
procedures for daily tasks General management Leadership Administrator for ushers 2013 to
Present Finance administrator Ark of Safety Christian Church 2013 to Present Researched
credentials for home- and community-based services 2013 - Present Ensured quality and
compliance Finance administrator Recruited and trained employees and service providers Ark of
Safety Christian Church Project manager Moving 4 Ward Ministries 2012 to Present Obtained
funding through grants, sponsorships, and donations Managed daily functioning of the
organization Project manager Represented organization to stakeholders at events and fairs KMW
Productions Administrative assistant MiTek 2016 to 2019 Diversity Executive director-in-training Life
Source Consultants, Inc 2015 to 2016 Trained to assume responsibilities of executive director in
addition to those of program director VOLUNTEER ACTIVITIES Program director Life Source
Consultants, Inc 2015 to 2016 Network manager of recruiting MTM, Inc 2013 to 2016 - Present
Recruited transportation providers and managed them for eight-state region Field liaison MTM, Inc
2013 to 2014 Operations supervisor MTM, Inc 2012 to 2013 Education Bachelor of Arts in Business
Administration Lindenwood University 2021

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