**Deirdre A. Kelley**

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**SKILLS**

• Fullstack development

• RESTful applications

• Javascript

• Python

• Java

• Node.js

• Express

• Spring

• Spring Boot

• MERN Stack

• React

• HTML/CSS

• Firebase

• MySQL

**EDUCATION**

**Wayne State University**

*Master of Arts in Industrial Organizational Psychology*

*Bachelor of Arts in Psychology*

**General Assembly**, *Web Development Immersive*

APPS&WEBSITES

**Sweater Weather App**

• Created a fullstack application to show users what to wear per weather forecast

• Skills & tools used: React | Javascript | Mongoose | MongoDB | Express

**PROFESSIONAL EXPERIENCE**

**Colorado Department of Corrections,** *Office Manager,* Denver, Colorado, 11/2017-09/2018

• Managed Denver Corrections Complex personnel and human resources processes for personnel selection, training, and benefits, employee relations and personnel information system;

• Verified and entered employee monthly payroll worksheets and time cards into payroll timekeeping system;

• Supervised offenders who are assigned to the administrative areas including preparation of pay, performance evaluations, and tool/chemical control;

• Organized and supervises all office activities for the Warden to ensure cost effective, efficient and consistent operations;

• Designed, developed, implemented and maintained records management system;

• Directed purchase of new equipment for the administrative area, organized training, and managed maintenance records;

• Compiled operating expense estimates for the Warden by applying budget and purchasing policy process, rules and requirements;

• Coordinated the Family Medical Leave process for employees;

• Participated in the American Correctional Association (ACA) committee to assist in the accreditation of the facility and maintained ACA files pertaining to the administration of the executive office of the Denver Complex;

• Exchanged and collected information in order to solve problems or complaints from staff, inmates and agencies;

• Ensured compliance with adherence to the policies and procedures of Colorado Department of Corrections (CDOC), American Correctional Accreditation (ACA), and the Colorado Department of Personnel Rules;

• Established and maintains professional and cooperative working relationships;

• Collected and compiled data to generate budget reports and routinely update various spreadsheets to reflectcurrent and accurate information

• Headed communication channel between supervisors, and staff members within the work unit, various departments and other state agencies

**University Of Colorado (CU), Department of Emergency Medicine** *Education Coordinator*, Aurora, Colorado*,* 10-11/2017

• Lead project to manipulate database of CU appointed doctors to cross reference times instated;

• Scheduled interviews with prospective candidates;

• Collaborated with Special Projects and Academic Services to fulfill duty to faculty and students;

• Created dossiers and committees in Interfolio;

• Utilized EndNote to capture publication information;

**TapeCase** *Executive Assistant,* Elk Grove Village, Illinois, 1-9/2017

• Updated and revised Office Procedure Manual and Quality Management System helping TapeCase retain their ISO 9001 certification;

• Collaborated with ISO representative about our adherence to the new standard;

• Met daily with production team and packaging teams to discuss schedule and resolve day-to-day problems;

• Created and revised office procedures for ISO compliance;

• Acted as VP’s proxy in meetings and write up daily meeting notes for VP;

• Created employee competency matrix;

• Designed office record keeping system to follow-up with employees about on-going tasks;

• Contacted third-party contractors to improve work environment to be comfortable and safer for employees;

• Create databases for longitudinal look at urgent issues that need my follow up;

• Helped implement 5S Housekeeping to keep various teams’ work spaces organized

• Adjusted weekly shipments, late orders, and returns reports;

• Created database and charts for non-conforming products to log and track reasons for, and dollar amounts to fix issues;

• Boosted morale by helping the VP with monthly birthday luncheon;

• Created Amazon A+ Product pages for TapeCase materials;

• Used Sales Force to track clients;

• Acted as back up to Controller for posting customer invoices and reviewing purchases in SalesPad and Microsoft Dynamics GP;

**CBRE** *Real Estate Services Admin,* Schaumburg, Illinois*,* 11-12/2016

• Supported entire retail portfolio in Chicago;

• Processed incoming/outgoing mail, coordinated construction schedules, filed contracts;

• Worked in Yardi Systems to pay invoices and update property information;

• Supported several property managers, processing invoices, coordinating construction, filing contracts;

**Denver Parks & Recreation** *Site Director*, Denver, Colorado, 7/2015-8/2016

• Created and directed daily lesson plans, set weekly objectives, and led team of instructors;

• Increased reading comprehension of first-sixth grade elementary students over the course of the summer;

• Adapted learning strategies to adhere to varying student education levels;

• Met with site leads to organize events, discuss work plans, and resolve challenges, in doing so I implemented a reading initiative for the to increase reading ability;

• Responded to emergency situations and exercised psychological persuasion techniques to maintain communication between parties involved;

• Evaluated learning progression and adjusted teaching methods to maximize student progress;

**Logi-Serve** *Analyst Intern***,** Denver, Colorado, 7– 12/2015

• Demonstrated scenario based assessment software to clients to assist with the selection of prospective employees;

• Created presentations that demonstrated utility, validity, and reliability of scenario based assessment tool for clients;

• Developed knowledge of assessment tool's reliance on I/O psychology to demonstrate the validity and reliability for selecting the right employees through benchmarking, test-retest reliability, past experiences screening, personality attributes profiles, and situational judgment items;

• Communicated with clients using GoToMeeting video conference call software

• Participated in weekly meeting to review sales plans, potential clients, and previous call debriefings;

**Dish Network** *Human Resources Recruiter***,** Denver, Colorado**,** 3 -7/2015

• Screened and selected candidates based on minimum qualification test scores, candidate proximity to position locations, and qualitative analysis of resumes based off of local operations management requirements;

• Selected the most candidates in my region for interview who were eventually hired;

• Created advanced screening question to select ideal candidates;

• Utilized iCIMS Applicant Tracking System and Recruiting Software to review resumes, edit information changes, set up interviews, communicate with email, locate prospective candidates within radius of remote work locations;

• Populated daily spreadsheet reports with data regarding scheduled interviews, candidates, point of contacts, locations, qualitative selection, and selection remarks;

• Exceeded expectations by maintaining exceptional submits-to-hires ratio regarding local operation manager requirements;

• Communicated with local operations management regarding candidate suitability;

• Trained new employees on iCIMS screening, assessments, and recruitment processes;

**Acro Service Corporation** *Staffing Specialist***,** Livonia, Michigan, 9/2014-3/2015

• Audited employee files for payroll and input information into Internal Resource Management Database**;**

• Prepared new employee onboarding information regarding offer letter, start date, compensation, state and federal tax information, and I-9 documentation;

• Maintained federal compliance by processing I-9 information into I-9 Management database within a timely manner;

• Verified employee credentials against E-Verify database information;

• Created weekly Microsoft Excel spreadsheet reports regarding new hire information, and communicated reports to supervisors and operations managers;

• Worked within human resources and employee relations teams to coordinate employee work status, offer employee benefits, and salary adjustments;

**Reference Type**

Professional

**Name**

Christy Kramer

Recreation Coordinator

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**Reference Type**

Professional

**Name**

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Director of Quality

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**Reference Type**

Professional

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