

SIMEON MARCHAND

651.428.1651 | simeonrmarchand@gmail.com | Rochester, MN | [Linkedin.com/in/simeonmarchand](https://www.linkedin.com/in/simeonmarchand)

PROFESSIONAL SUMMARY

Motivated and detail-oriented software application development student with a passion for creating innovative solutions to complex problems. Learned in multiple programming languages such as C++, HTML, CSS, JavaScript, and SQL with experience in developing and testing software applications. Proficient in software development methodologies and able to apply them to real-world projects. Strong problem-solving and analytical skills, with the ability to work both independently and as part of a team. Seeking a software development position where I can utilize my technical skills and creativity to contribute to the success of the company.

Multi-faceted student professional with expertise in:

Customer Service - Conflict Resolution - Strategic Planning - Peer Leadership
Communication - Process Improvement - Cost Control

EXPERIENCE

ADMINISTRATIVE ASSISTANT

March 2019 – Present

Rochester (Department of Nursing), MN

In my current role I am working as a Float Administrative Assistant in the Nursing Department. As a float I am tasked to 6-12 week coverages filling the FTE of an individual on a leave of absence. I have worked and developed successful relationships with Nurse Managers, Clinical Nurse Specialist, and Nurse Administrators. Due to the volatility of work within a year, it has given me opportunities to see new areas and people. I came to my current role as a lateral move from the Center of Digital Health.

- Spearheaded nursing units employee folder clean up. This entailed cross referencing physical employee files with electronic ones to ensure all documentation was present. If everything was in the employee folder I would organize the files for management to easily reference. My use of time and consistent work in attention to detail would be useful as I manage problems and time within your listed role.
- Managed multiple committees to ensure agendas were coordinated, minutes were created, and attendees were tracked. Worked with the committee chairs to gather data, topic ideas, and present this information. Having customer experience working with chairs and leadership has developed my verbal and written communication skills.
- Coordinated with Nursing Managers and Clinical Nurse Specialist to onboard new staff. This entailed streamlining the onboarding process for staff to hit the ground running once they started. Using an itemized checklist provided each employee the same onboarding experience. Taking ownership of this process awarded Nursing leadership to focus more on their daily responsibilities.

ADMINISTRATIVE ASSISTANT

November 2021 – August 2022

Mayo Clinic (Center for Digital Health), Rochester

As an Administrative Assistant to the Vice Chair of Consumer Digital Platforms in a remote working environment, I would be responsible for providing comprehensive administrative support to ensure the smooth functioning of the Vice Chair's daily work.

- Managed the Vice Chair's travel arrangements, including booking flights, hotels, and ground transportation. I also managed the Vice Chair's expense reports, ensuring that they are submitted on time and in compliance with the company's expense policies.

- Formalized agendas, presentations, and meeting materials for all meetings, and ensure that all participants are well-prepared and informed. I also attend meetings on behalf of the Vice Chair and took notes and action items.
- Produced administrative support to the Vice Chair as needed, including drafting correspondence, creating presentations, and other tasks as assigned.

ADMINISTRATIVE ASSISTANT

March 2019 – November 2021

Mayo Clinic (Department of Laboratory Medicine and Pathology), Rochester

As an Administrative Assistant for the Project Management (Strategy Management Services) department at the Department of Laboratory Medicine and Pathology (DLMP), I played a key role in supporting the department's goals and initiatives. I successfully coordinated strategic committee groups for 2021 planning and transitioned the Work From Anywhere staffing model for Project Managers and Business Analysts during the COVID-19 Pandemic. I also organized department retreats, onboarded new employees in a 100% remote environment, and helped establish a WFA Onboarding plan. In addition, I acted as a Change Agent, working with DLMP Support Staff to implement change management strategies within the department. Proactively learning new technologies and maintaining a growth plan for learning new skills, I contributed to the development of team members in new technology skills. Overall, my time with DLMP was marked by a commitment to excellence, a focus on supporting the department's goals, and a willingness to embrace new challenges and technologies.

- Coordinated strategic committee groups for 2021 planning, ensuring timely completion of key projects.
- Successfully transitioned the Work From Anywhere (WFA) staffing model for Project Managers and Business Analysts during the COVID-19 Pandemic, supporting a remote workforce of [number] employees.
- Organized department retreats, ensuring availability of required supplies, transportation, catering, and other resources.
- Maintained equipment spreadsheet of supplies employees have at their home offices, improving inventory tracking and reducing procurement errors.
- Developed and administered surveys to gather necessary information for employees working remotely, ensuring their needs were met and they remained engaged.
- Onboarded new employees in a 100% remote environment, providing the required equipment and resources for success.
- Assisted with establishing a WFA Onboarding plan, including staff development materials, equipment, and remote access, ensuring a smooth and effective transition.
- Acted as a Change Agent, working with DLMP Support Staff to implement change management strategies within the department.
- Proactively learned new technologies, helping to identify and implement solutions that improved efficiency and productivity.
- Maintained a growth plan for learning new skills, including the development of team members in new technology skills.
- Your resume is a pretty darn important document. If you don't bother to take the time to proofread it and leave an error or two, what does that say about you to the employer?

EDUCATION & CERTIFICATIONS

Associate of Science Software Application Development/ Rasmussen University, Eagan, MN

June 2023

INTERESTS

Currently in school for Bachelors in Computer Science - Volunteer as the director of promotions for MN Youth Department - Service as a youth pastor at local church - Technology - Agile Methodologies - Quality time with Family