



# TIFFANY TRAFALGAR

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## EDUCATION

**Master of Science (M.S.) Marketing**, *expected June 2028*

CUNY Baruch College, New York, N.Y.

**Bachelor of Arts (B.A.) Psychology**, September 2018 – June 2022

CUNY Hunter College, New York, N.Y.

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## PROFESSIONAL EXPERIENCE

**July 2024 – present (promoted based on the below notes)**

Senior Administrative Assistant | Memorial Sloan-Kettering Cancer Center | New York, N.Y.

- Coordinated logistics for a 130-attendee departmental retreat, including venue selection, catering, transportation, event-day registration, and reimbursement instructions.
- Collaborated with a related department at another Memorial Sloan-Kettering facility to support faculty with travel reimbursements, meeting coordination, curriculum vitae updates.
- Trained new administrative assistants, ensuring seamless integration of departmental processes and procedures.

**December 2021 – July 2024**

Administrative Assistant | Memorial Sloan-Kettering Cancer Center | New York, N.Y.

- Handled travel arrangements, calendars, lab meetings, and curriculum vitae updates for four faculty members.
- Coordinated departmental seminars, including logistics for speakers, hybrid presentations, and event advertising.
- Provided support overseeing projects, processing reimbursements, maintaining lab websites, and providing cross-functional facility support for service requests and equipment troubleshooting.

**May 2017 – December 2021**

Employee Health Office Assistant | Memorial Sloan-Kettering Cancer Center | New York, N.Y.

- Served as the primary contact for Employee Health and Wellness Services by ensuring timely and courteous patient assistance while supporting clinic operations through efficient flow management and accurate medical documentation.
- Provided administrative support by scheduling follow-up appointments, managing calendars, responding to calls, and cross-covering other lines as needed.

**June 2013 – May 2017**

Medical Office Specialist | Landa Hearing Center | New York, N.Y.

- Provided administrative and technical support, including scheduling appointments, maintaining medical records, and assisting patients with insurance verification and form submissions.
- Ensured timely billing and resolved insurance claims while maintaining confidentiality and offering personalized assistance to Spanish-speaking patients.

## CONTACT

646-285-2432

Tcordero007@gmail.com

Brooklyn, N.Y. 11209

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## PROFILE

Experienced administrative professional known for seamlessly supporting leadership and faculty in dynamic healthcare settings. Expertise in event coordination, project management, and operational support, including planning departmental retreats for over 100 attendees, scheduling complex travel, and facilitating reimbursements. Skilled at optimizing administrative workflows, training new team members, and managing cross-functional responsibilities.

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## KEY SKILLS

Administrative coordination  
Event planning  
Operational support  
Customer Service  
Technical proficiency  
Healthcare Administration  
Multitasking  
Attention to detail