

Andrea Lyn Bernet

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Objectives/Goals:

I desire to utilize my skills, knowledge, and experience in my career and education with advancement opportunity while being the best possible role model I can be for my children and community.

Work Experience:

7/2019-Present **PA House of Representative**, Democratic Information Technology (State Capitol, Harrisburg),
Technology Trainer

9/2009-7/2019 | **PA House of Representatives Democratic Caucus**, State Representative Thomas Caltagirone's District Office (Reading, PA), **Legislative Assistant II**

- Constituent Services (assisting and process paperwork for any/all Pennsylvania state agency related issues)
- Secretary/Receptionist
- Attend meetings and events on behalf of the representative
- Notary (expires 12/2022)
- Inventory (office supplies)
- Outreach

7/2007 – 9/2009 | **Sovereign Bank/Santander** (Reading, PA), **Consumer Lending Collector II**

- Contacting customers regarding their delinquent secured and/or unsecured loans.
- Handling all aspects of resolution through payment arrangements.

1/2001 - 7/2007 | **Boscov's Administration Office** (Reading, PA), **Bad Check Administrator**

- All Administrative duties for the Bad Check Control as follows:
 - Posting and reporting to Boscov's and Certegy all checks returned, paid, unpaid, and re-deposited. (includes activity from placing with collection agency and magistrate.)
 - Setting up check readers and ordering supplies through Certegy/Fidelity Check Services for new and existing stores.
 - Reviewing risk levels for each individual store with management.
 - Reports (daily, weekly, monthly, and annually)
 - Employee and customer: return checks paid, unpaid, and redeposits, policies, and fraud in money order and checks
 - Charge backs to the stores: misuse of policies, agency and/or magistrate placements.
 - Assisting Corporate Loss Prevention, Loss Prevention Managers, and Human Resources in monitoring that both customers and employees are adhering to policy to prevent fraudulent activity.

Education:

Reading Area Community College:

- Night School | High School Diploma | Class of 2000
- Associates: Class of 2018 | **GPA: 3.88**
 - Computer Information System (CIS.AA), Honors Diploma | May 2018
 - Web Site Development (IT.WEB.AAS), Honors Diploma | May 2018
 - Social Science.AA (Anthropology), Honors diploma | December 2018

Albright College

- Bachelor of Science
 - Computer & Information Systems and Management (ISAM.BS) | December 2020

Involvement in Non-Profit:

1/2018 – present | **Threads of Change**, Board Secretary

Reading Area Community College | Completed Degree Requirement:

General Education Requirement | Completion Date: August 2018

- Business | Microeconomics
- Management | Human Relations in Business
- Art | Intro. To Drawing
- Biological Concepts & Lab
- Business English
- Business | Principles of Marketing
- Orientation | College Success Strategies
- Intro. To Business
- Spanish I
- Foundations of Math
- English Comp. I
- English Comp. II
- Physiology | Intro. to Ethics
- Sociology

CIS.AA | Completion Date: May 2018

- IFT | Intro to Information Technology
- Programming | Intro to Programming: C++
- Intro. to Programming
- IFT | Microcomputers Applications: Microsoft Office Suite: Excel, Word, Power Point, Access
- Web Site Development I: HTML5, MAMP, Lucid Charts, WordPress, Dreamweaver, Egavas Web Hosting
- Networking | Intro to Networking

WEB.IT.AAS | Completion Date: May 2018

- Web Site Development II | Dreamweaver: HTML5, Dreamweaver, MAMP, WordPress, Dreamweaver, Hosting
- Web Database | PHP: Web Hosting, MAMP, Dreamweaver, Egavas Hosting
- Creative Design: Photoshop (Ps)
- E-Commerce ([honors contract](#)): OpenCart
- Multimedia for Web: Adobe Suite/Creative Cloud (Ps, Ai, Mu, Pr, Ae, Dw, An, Ch); Git/GitHub; MAMP;
- Responsive Design ([honors contract](#)): Post Man, rest API, Git/GitHub, WordPress, Dreamweaver, Egavas Hosting
- Programming | Java Script: CSS, MAMP, Git/Git, rest API, WordPress, Dreamweaver, Egavas Web Hosting

Anthropology | Social Science.AA | Completion Date: December 2018

- Native People of North America ([honors](#))
- Interpreting Lives ([honors](#))
- Intercultural Communication ([honors](#))
- African Culture and Heritage ([honors](#))
- Cultural Anthropology ([honors](#))

Achievements | Reading Area Community College

- Organizational Involvement: Phi Theta Kappa; RACC's Honors Diploma Program; National Honor Society
- Presidents List: Summer 16; Summer 18, Fall 18
- Dean's List: Fall 16; Summer 17; Fall 17; Spring 18
- Scholarships: Spring 2017-Alumni; Summer 2017; Fall 2017-Detwiler & West Scholarship, Spring 2018-Honors Scholarship

Albright College | Degree Requirements (January 2019-Decemeber 2020)

ISAM.BS

- Fundamentals of Information Systems
- Structural Analysis and Logical Design
- Management Concepts and Applications, I & II
- Operational Management
- Database Management Principles
- Advanced Database Concepts
- Marketing
- Managerial Economics
- Data Communications
- Accounting
- Finance
- Business, Government & Society
- Project Management and Practice, Module I and Module II