

Professional Qualities

Excellent Communication

Able to communicate effectively to convey a message concisely in a variety of avenues, such as in person, over the phone, and via technology, while listening appropriately to receive messages clearly.

Organizational

Able to organize information and tasks in a strategic manner, to ensure the proper maintenance of information and to ensure tasks are completed on time.

Service-oriented

Represents organization in positive manner by building and maintaining relationships and trust with customers, clients, and other entities to provide the best service.

Dependability

Am trustworthy, reliable, and consistent in my work ethic and performance.

Time Management

Able to maintain a well-planned schedule by prioritizing tasks to ensure that time is balanced effectively.

Strong Work Ethic

Maintains professionalism and strong values that drives my performance to ensure that I am making the best contributions for the interest of the organization.

Interpersonal

Able to appropriately interact and communicate with all entities of the organization to promote a comfortable and prosperous work environment.

Honesty/Integrity

Instills moral and ethical values into my work ethic to promote truthfulness and ensuring I do the right thing in all situations.

Leadership

Able to take on initiatives of a task or project when needed by understanding the goals and objectives fully, delegating work, and making thoughtful decisions.

Team-Oriented

Able to work well in collaboration with the team to promote a positive environment and the ability to complete tasks effectively and accurately as a whole.

Positive Attitude

Maintains a positive attitude in all situations, no matter how stressful, to promote a comfortable and safe environment for all, and to maintain a healthy mindset.

Works Well Under Pressure

Ability to work well in a fast-paced environment by maintaining a calm demeanor to meet tight deadlines and to tackle unexpected tasks that pop up.

Takes Initiative

Able to proceed appropriately and seek to provide assistance on remaining tasks or begin new tasks before being asked to assist.

Problem Solver

Able to analyze components to a problem, evaluate possible alternatives, determine possible outcomes, and provide viable solutions.

Detail-oriented

Ability to be thorough in focusing on all details of my work to find errors to fix immediately and provide accurate information.

Creativity

Ability to think outside of the box, generate new ideas and approaches, and develop materials appropriate for projects.

Openness

Maintains an open mindset for all situations and interactions, accepts all forms of feedback, and maintains being a resource that others can comfortably approach and speak with.

Multitasking

Able to take on multiple assignments by prioritizing deadlines and completing them accurately without needing assistance.

Flexibility

Able to make arrangements to be available during regular hours, and after hours as needed.

Public Speaking

Able to make formal presentations, talk on my feet, create necessary supportive media, and change presenting format to fit with a variety of audiences.

Computer Savvy

Familiar with a variety of computer programs and software to utilize for the completion of tasks, and have the ability to quickly learn new programs necessary for the role.

Adaptability

Able to adjust with the changes of the environment, while maintaining a calm demeanor.

Training

Holds knowledge on the foundations of training, developing and executing trainings, and assessing the performance.

Willingness to Develop

Seeks to continuously find opportunities to develop professionally, educationally, and personally to be able to enhance my performances.

Computer Program/Applications Familiarity

Common Computer Applications

Microsoft Office Suite

- Have utilized the many applications in MS Office Suite for scholarly assignments, creating presentation materials, sending emails, creating spreadsheets and formulas, and more.

Educational System Programs

Recruiter, Colleague, Jenzabar, PAWS, Canvas, eLearning

- Utilized these programs during my time as an admissions counselor to house student applications and enrollment information. Currently utilizes systems to retrieve student information for one-on-one meetings regarding academic progress, financial aid standing, and other helpful information regarding the student.

Media Creation Applications

Photoshop, Illustrator, Silhouette, Canva

- These applications provided the opportunity to creatively make materials for class projects, work communications, and advertisement.

HRIS Applications

ECI Empower, Oracle, Workday, Click Staffing System, Kronos, Taleo, BrassRing

- Utilized these applications to complete employee transactions, such as promotions, merit increase, relocations, terminations, rearrangement of business organizations, and updating contract employees' statuses. Have also utilized these applications for data entry of new hires.

Onboarding Applications

e-Verify, ZeroChaos, FormFox

- These applications were utilized for the pre-hire and onboarding initiatives for new employees. These provided the ability to verify employees' authorization to work in the U.S., conduct background checks, and initiate drug screens.

Site Maintenance Programs

SharePoint, Skillsoft

- These programs were utilized to create and maintain a site for various departments. I had editing capability to create the layout for sites, and maintain the information to update as necessary.