|  |
| --- |
| LACEY PACKGROUP ADMINISTRATIVE ASSISTANT  |
| 418 Trenton Street Harriman, TN 37748 | (865)-684-9433 | laceypack23@yahoo.com |
|  | OBJECTIVE |  |
|  |  |
| Dedicated and friendly individual who has a great deal of ambition. Love to learn new things and I am always up for a challenge. I get along well with others, while also working on my own. Looking for a position where I can develop and grow, while giving my best to an employer. |
| EDUCATION — | EXPERIENCE |  |
|  |
| Tennessee Technological University, Cookeville, TNBachelor of Interdisciplinary StudiesJanuary 2021- currentRoane State Community College, Harriman, TNAssociate of Science DegreeAugust 2018- December 2020Tennessee College of Applied Technology,Harriman, TNAdministrative Assistant -AccountingJanuary 2013- December 2013KEY SKILLSTennessee Public NotaryMicrosoft ExcelMicrosoft WordMicrosoft PowerPointOutlookSharePoint Planning/ Scheduling | *Group Administrative Assistant,* ***Oak Ridge National Laboratory***January 2022- currentMaintains a professional office atmosphere; communicates with diverse personalities and backgrounds in a multi-level, scientific environment. Manages the direct supervisor(s)’ calendar by scheduling appointments, which may include resolving scheduling conflicts with personnel, conference rooms, or vehicles; Supports staff from one or more departments as an administrative resource independently performing a range of varied and complex tasks and projects. Competent with all relevant equipment, computer systems, software programs, established procedures and work techniques. Responsible for all domestic and foreign travel to include completing all arrangements for DOE foreign trip requests, travel reservations, obtaining conference attendance approval, and submitting travel expenses. Works with Human Resources to coordinate interviews for incoming hires. Enters publications, presentations, abstracts, etc. Prepares correspondence reports, and presentation materials according to ORNL guidelines and via various computer software packages, review all signature items for accuracy and completeness and request revisions as necessary. Maintains a professional office atmosphere; greets and receives everyone (in person, via email, and overthe phone) in a businesslike and courteous manner. Establishes and maintains effective workingrelationships with internal staff members and external contacts. Communicates with diverse personalitiesand backgrounds in a multi-level, scientific environment. May answer phone lines for multiple group leadersand groups.Manages the direct supervisor(s)’ calendar by scheduling appointments which may include resolvingscheduling conflicts with personnel, conference rooms, or vehicles; as well as managing information flowand communications with external and internal contacts for accuracy.Supports staff from one or more departments as a administrative resource independently performing arange of varied and complex tasks and projects. Competent with all relevant equipment, computer systems,software programs, established procedures and work techniques.Prepares PAS requests for both US and non-US citizens. This includes attending any necessary trainingand the ability to establish excellent communication with the foreign national office.Meets guests and escorts them to the division when necessary; following all guidelines for visitors as notedby the lab or division. Will arrange for computer access as needed.Responsible for all domestic and foreign travel to include completing all arrangements for DOE foreign triprequests, travel reservations, obtaining conference attendance approval, and submitting travel expenses. This includes attending all training and establishing excellent communication with the subject matter expertsin both travel and reimbursement.Works with Human Resources to coordinate interviews for incoming hires. This includes any travel andreimbursement for the candidates as well as organizing a complex agenda (scheduling several interviewswith busy personnel) usually confined to a one-day timeframe for each candidate. Serves as the back-up Division Education Coordinator. Prepares SULI/HERE student appointments whichincludes coordination between the mentor, finance officer, badging office, foreign national office,SULI/HERE program managers, and ORMaintains a professional office atmosphere; greets and receives everyone (in person, via email, and overthe phone) in a businesslike and courteous manner. Establishes and maintains effective workingrelationships with internal staff members and external contacts. Communicates with diverse personalitiesand backgrounds in a multi-level, scientific environment. May answer phone lines for multiple group leadersand groups.Manages the direct supervisor(s)’ calendar by scheduling appointments which may include resolvingscheduling conflicts with personnel, conference rooms, or vehicles; as well as managing information flowand communications with external and internal contacts for accuracy.Supports staff from one or more departments as a administrative resource independently performing arange of varied and complex tasks and projects. Competent with all relevant equipment, computer systems,software programs, established procedures and work techniques.Prepares PAS requests for both US and non-US citizens. This includes attending any necessary trainingand the ability to establish excellent communication with the foreign national office.Meets guests and escorts them to the division when necessary; following all guidelines for visitors as notedby the lab or division. Will arrange for computer access as needed.Responsible for all domestic and foreign travel to include completing all arrangements for DOE foreign triprequests, travel reservations, obtaining conference attendance approval, and submitting travel expenses. This includes attending all training and establishing excellent communication with the subject matter expertsin both travel and reimbursement.Works with Human Resources to coordinate interviews for incoming hires. This includes any travel andreimbursement for the candidates as well as organizing a complex agenda (scheduling several interviewswith busy personnel) usually confined to a one-day timeframe for each candidate. Serves as the back-up Division Education Coordinator. Prepares SULI/HERE student appointments whichincludes coordination between the mentor, finance officer, badging office, foreign national office,SULI/HERE program managers, and OR*Deputy Clerk/Administrative Assistant,* ***Roane County General Sessions Court***February 2017-May 2021Variety of clerical duties in county court, process legal documents, schedule cases and hearings, audit files for accurate records, prepare files for transport for off-site storage or in the case of a change of venue, handle payments for fees, fines and court costs and perform a level of customer service when dealing with the public *Assistant Manager,* ***First American Cash Advance***Rockwood, TNFebruary 2014- February 2017Review operating results of center summaries, ensure procedures in opening, closing, banking, collections, audits, and local store marketing, control cash flow and balancing; maintain files and process paperwork for new loans; plan ongoing marketing strategies; recommend products to meet customer needs; manage incoming and outgoing calls up to 4 lines*Work Study,* ***Tennessee College of Applied Technology***Harriman, TNMay 2013- June 2013Greeted students; filed assigned paperwork; and assisted the office staff in duties and responsibilities of the Admissions Office.  *Server,* ***Lincoln’s Bar and Grille***Oak Ridge, TNOctober 2012- April 2013Greeted all guests; cleaned tables and dining area; set tables; served alcohol beverages in an appropriate manner; answered guests’ questions about food, beverages, and our facility; identified food orders when ready and delivers items to tables; processed payments; and completed side work during non-busy hours.*Cashier/Fuel Clerk-****Food City of Harriman*** Harriman, TN August 2008-September 2012Handled customers’ payments; scanned the price of items into computer that calculated a total within different departments; provided customer service; counted tills and composed appropriate paperwork at the end of each shift; and answered and placed telephone calls to appropriate department. |
|  |
|
|  |
|  |
|