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| Erika Stafford | | | | | | | | | | | |
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|  | Phone: |  | (865) 356-5866 |  | Email: |  | stafforden@ornl.gov |  | Address: |  | 120 Fritts Lane  Harriman, TN 37748 | |
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| Objective | | | | | | | |  |  | | |
| Education / Certification | | |
| Motivated administrative professional dedicated to excelling in a challenging environment while continuing to deliver high-quality results. Committed to cultivating a culture of excellence through collaborative teamwork and creating a positive impact within the organization. Eager to seize opportunities for continuous learning, skill enhancement, and personal growth to contribute to ultimately achieve the organization's mission. | | | | | | | |  | **Roane State Community College, Harriman, TN – B.S. Information Systems**   * January 2022 – Current   **State of Tennessee Department of Health – Registered Dental Assistant** - 2013  **Coalfield High School,**  **Coalfield, TN** – 2011 KEY SKILLS  * Attention to detail * Ambitious * Efficient * Excellent customer service and communication skills * Exceptional time management * Proactive * Results driven * Scheduling * Microsoft Office Suite / Adobe software | | |
| Experience | | | | | | | |
| August 2022 – Present  *Oak Ridge National Laboratory (ORNL), UT-Battelle*  *Administrative Assistant*  *Oak Ridge, TN*   * Effectively plan, execute, and coordinate all types of meetings, workshops, conferences, and seminars * Calendar management including resolution of scheduling conflicts * Process Travel and Travel expenses (Foreign and Domestic) * Requisitions / Purchase Orders including special orders, inventory, and billing * Recruiting support assisting with Interviews * Onboarding and Offboarding tasks * Document formatting and preparation * Experience in ORNL Systems such as PAS, SAP, SuccessFactors, and ORNL Buy * Chemical Sciences Division office backup coverage   **August 2017 – July 2022**  ***Roane County Schools***  ***Technical Secretary***  *Harriman, TN*   * Reporting, process and review for accuracy and yearend closeouts * Student enrollment and withdrawal processing * Accuracy of student records and attendance | | | | | | | |
| Volunteer | | | | | | | |
| * AAU tournaments * Harriman High School Basketball Clock Operator * Coaching little league Recreational Sports for my kids | | | | | | | |
| **References** | | | | | | | |
| * Susan Noe/ORNL Office Phone: (865) 574-5006 / Cell Phone: (865) 919-8774 * Katrina Adcox/UCOR Phone: (865) 386-6673 * Bobby Clark/Harriman High School Phone: (865) 742-7066 | | | | | | | | | | | |