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| Erika Stafford |
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|  | Phone: |  | (865) 356-5866 |  | Email: |  | stafforden@ornl.gov |  | Address: |  | 120 Fritts LaneHarriman, 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** – 2011KEY 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
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