



SUMMARY

Accomplished administrative professional with extensive experience supporting senior leadership in academic and healthcare environments. Adept at managing complex administrative operations, streamlining office workflows, and ensuring compliance with institutional policies and procedures. Skilled in coordinating cross-functional initiatives, managing sensitive communications, and facilitating efficient scheduling, onboarding, and event planning. Recognized for discretion, accuracy, and a solutions-focused approach. Technically proficient in Microsoft Office Suite and various enterprise systems, with strong interpersonal skills that foster effective collaboration across departments and with external partners.

EDUCATION

Master's Degree in Healthcare Administration

2023 - Rasmussen University
Altamonte Springs, FL
GPA: 4.0, Graduated w/distinction

Bachelor's in Business Administration

Penn Foster College, Scranton, PA
BA Business Management

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- Public Relations Certificate
- Corporate Event Planning Certificate
ID: 59212223-2179 Expires July 17, 2029
- Notary Public, Comm. No.: 2416867
Expires February 2, 2027

TECHNICAL SKILLS

- Adobe Acrobat
- Google Docs
- Eventbrite
- Genesis
- Systems 3000
- SciQuest/Marketplace
- Expense Management
- Worldox
- Qualtrics
- DocuSign
- Doodle Poll
- MS-Office Suite
- Need-to-Meet
- PeopleSoft
- Ingeniux
- Publisher
- Canva
- WebEx
- ZOOM

COMMITTEES

- Rasmussen University MHA Advisory Board Member 2023
- Rutgers Robert Wood Johnson Medical School (RWJMS)
Staff Council Member 2023
Exit Interview Committee Chair 2023
Expression of Me Events 2023

KEY STRENGTHS

- Advanced Education
- Analytical Skills
- Adaptability
- Innovative Thinking
- Research and Critical Thinking
- Technological Proficiency
- Team Collaboration
- Strong Work Ethic
- Detail-Oriented
- Commitment to Professional Growth

PROFESSIONAL EXPERIENCE

Executive Assistant Confidential

Institute for Health, Health Care Policy and Aging Research (IFH) | 2024 - Present

- Provides high-level, confidential administrative and project support to the Center's Director and Executive Director, ensuring seamless coordination of daily operations and priority initiatives.
- Manages complex calendars for both executives, scheduling and confirming internal and external meetings, coordinating professional travel, and processing reimbursements in compliance with institutional policies.
- Prepares and distributes meeting materials, including agendas and minutes; tracks and follow-up actions, ensures timely completion of outstanding tasks as requested by leadership team.
- Handles administrative processes for faculty and staff recruitment, including drafting and updating job postings, coordinating with Human Resources, and ensuring smooth onboarding in alignment with university guidelines.
- Collaborates closely with the Executive Director to plan, organize, and execute hybrid and in-person events hosted by the Center, including External Advisory Committee meetings and other strategic initiatives.
- Oversees day-to-day operations of the Center's physical office, proactively addressing facility-related issues and ensuring an organized and professional environment for staff and visitors.
- Maintains and updates confidential databases and electronic filing systems, ensuring accurate recordkeeping, compliance with institutional standards, and easy retrieval of critical documents for audits, reporting, and decision-making.
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Executive Assistant

Rutgers, Robert Wood Johnson Medical School | 2020 - 2024

- Researched faculty candidates' paperwork, confirmed recommendation letters and arranged all interviews in support of physician recruitment and credentialing.
- Assisted with the preparation of all documentation for new faculty for review.
- Worked closely with Faculty Affairs, coordinated reappointment and promotion of physicians.
- Assisted in the recruitment process by modifying job descriptions, posting positions in Rapid, prepared justifications, and submitted all necessary documents and arranged interviews.
- Ensured all expense reports for physicians were processed and yearly allowances were tracked.
- Monitored performance evaluations, updated CVs, and maintained DEA/CDS licenses.
- Managed calendar, coordinated travel arrangements, and processed reimbursements for all physicians. Maintained close contact with the Dean's office on initiatives related to Chair of Anesthesia and Vice Dean of RWJMS.

Administrative Coordinator Confidential

Rutgers the State University of NJ, Office of the Secretary | 2017 - 2020

- Coordinated meetings and conferences, managed calendars, and scheduled appointments. Prepared and distributed reports, presentations, and other materials.
- Ensured that confidential documents were handled and organized appropriately.
- Provided assistance with travel arrangements for the University's Secretary and Associate Secretary, along with coordinating their activities.
- Board functions include uploading meeting documents, sending email notices, preparing meeting materials, writing meeting minutes, and correspondence.
- Reviewed policies and procedures submitted by departments for approval by the board.
- Monitored and managed inventories of equipment, materials, and supplies within the office, including filing, archiving, and databases.
- As part of the commencement responsibility, I coordinated all aspects of the volunteers (220+); maintained the registration database, assigned roles, handled all communications - PowerPoint presentations, training videos, updated training materials, and organized and revamped the distribution of t-shirts.

Executive Assistant to BA

North Plainfield Board of Education | 2008 - 2017

- Staff supervision (10 bus drivers, 3 residency officers, and 2 paraprofessionals).
- Managed the district website, job postings in Applitrack and NJ Jobs, tracked junior practicums, and approved timesheets for residency officers and bus drivers.
- As District Admissions Registrar, I enrolled all students in grades Pre-K through 12 as well as registered students for the Adult School and Community School.
- Developed brochures and flyers with course descriptions for programs.
- Completed all attendance and grade entries for adult school learners. Assist students in need of academic assistance by communicating with guidance counselors. Prepared course materials and administered make-up exams.
- Planned and coordinated college visits, fairs, and scholarship receptions.
- As a Transportation Coordinator, I worked with subcontractors, developed routes, managed drivers, and handled workers' compensation claims and state reports.
- Cafeteria Accounts: Responsible for all state reporting and budgeting for the school cafeterias. Responsible for monitoring lunch applications and submitting data to the state website.
- Ensured that new staff members were provided with all necessary information (health forms, school calendar, school handbook, important contact numbers, professional development days, etc.)

Event Planning

- Served on the committee for “Expressions of Me” events for RWJMS
- Coordinated special community events and fundraisers/Senator Robert DiCarlo. Supervised all volunteers
- Coordinated 2011 HS Graduation ceremony for 236 students, responsible for diplomas, programs, tickets, facilities and emergency agency
- Worked as a Production Coordinator for the series, "Fish out of Water: Stories of Reinvention" (2018) handled time line, catering, actors agreements were, coordinated hair/make-up and transportation of staff
- Coordinated Christmas Tree Lighting Ceremony (Rockefeller Center) for Cushman and Wakefield