

## **Professional Experience:**

### **Howard County Government, Fire and Rescue, *Administrative Analyst II* (August 2019 to present)**

Serves as an Administrative Services Bureau (ASB) administrative liaison to the County's Human Resources Department.

Develops, updates and modifies codes, tables, indexes, reports, formulas, and other system applications; produces detailed reports and graphic representation of data.

Maintains data integrity by running queries, analyzing, and correcting any pay anomalies and errors prior to payroll release.

Maintains a general understanding of the work performed by employees in the assigned bureaus.

Assist ASB management by performing administrative functions which support staffing such as maintaining accurate job descriptions and collecting data in support of management's strategic recruitment planning efforts. May serve on joint ASB and HR committees, update the Fire Department website, schedule recruitment fairs, community outreach events, etc.

Assists ASB management with the drafting of Special Orders and other processes to help management assure compliance with rules, policies and agreements as needed.

Assists ASB management in tracking retirements and vacancies. Maintains and ensures accuracy on departmental vacancies and position control within County systems. Uses County's applicant tracking system to initiate employee requisitions resulting in the posting of departmental vacancies. Assists the Office of Human Resources to directly connect with the supervisors and managers as needed to post positions.

Works with the Office of Human Resources on promotional processes. Answers general employee questions on LEADS requirements and assists with recordkeeping in promotional processes. Tracks status of and helps management maintain promotional registries.

Manages all aspects of promotional pinning ceremonies.

Serves as system administrator for the department's online employee performance management system.

Works with the Office of Human Resources FMLA Administrator when needed to help facilitate timely and complete submission of required documents.

Assists ASB management to comply with DFRS regulations and procedures, Howard County Government policies and procedures and federal and state statues with respect to overtime and leave requirements .

Supervises administrative projects, project teams, groups and/or meetings. Monitors and apprises ASB management of all staffing assignments, non-Fire related training and similar projects.

Conducts classroom training and/or orientation as it relates to new and incumbent employees coordinating similar efforts with the Office of Human Resources.

Assists ASB management by working with consultants/vendors contracted to develop testing for the department's promotional processes. Prepares and analyzes statistical reports and other data to monitor applicant flow, selection and turnover to help ASB management identify organizational needs.

Monitors and tracks the planned budget for certain ASB programs such as: promotional processes, overtime usage for ASB required training, recruitment costs, and random drug testing.

Identifies best administrative practices, analyzes and evaluates internal ASB processes to identify and minimize deficiencies, suggests and may, with approval of management, implement process improvements.

Produces timely and accurate statistical reports for ASB Management to present as needed to the Fire Chief and/or County Administration.

Schedules meetings, interviews, and training as assigned in or outside of Fire facilities. Coordinates with Education and Training to schedule meetings or events at the Public Safety Training Center. Makes appropriate arrangements with training providers, site administrators and County offices such as Human Resources as appropriate.

Well-developed writing, public speaking, problem-solving and decision-making skills, four years of research, planning, or management experience.

Experience with NeoGov, ADP, SAP and Fire Department payroll and attendance tracking systems.

Strong analytical/problem solving skills.

**Howard County Government, Office of the Budget, *Administrative Assistant* (August 2014 to August 2019)**

- Maintain countywide employee position control system including update and verification of data and approved operating budget documents and detailed backup materials
- Operate and maintain the database publishing software used to produce the proposed and approved operating budget documents and detailed backup materials
- Coordinate annual review and update of countywide departmental organizational charts.
- Coordinate all Budget related meetings for renewal of Operating Budget annually
- Operate NeoGov, the county's hiring system; utilize Sharepoint, EMS Reservation System
- Assisted the Legislative Coordinator with the processing and drafting of monthly legislation
- Prepare payment vouchers and establish shopping carts in SAP, the county's enterprise system
- Work with outside vendors used for printing Budget Book
- Schedule meetings and maintains calendars for Office of Budget Staff
- Prepare internal and external correspondence for Office of Budget Staff
- Assist Office of Budget Staff with Special Projects
- Relieve support staff in the Office of the County Executive on a regular basis
- Process payroll for Budget Office Staff
- Provide customer service via phone for all Budget Office inquiries, both internal and external.
- Advertise the County Executive's two Budget hearings, Create and maintain a database of constituents who testify at hearings and their budget requests. Act as point of contact for all inquiries regarding the budget hearings.

**Johns Hopkins University, Office of Multicultural Affairs, *Administrative Coordinator* (March 2011 to June 2014)**

- Reconciled and managed 15 budget accounts each month.
- Processed and tracked expenditures, budget transfers, revenue (when applicable) and budget discrepancies as needed. Designed and maintained budget tracking and filing systems for these accounts
- Processed forms related to payment of invoices and transactions with external vendors. Developed monthly budget reconciliation reports and spreadsheets for each account. Created budget reports for the Director each month. Created budget reports to identify 3 – 5 year trends in spending as requested. Assisted Director and Assistant Directors with formulation of budgets each year. Communicated with outside vendors regularly
- Tracked and reconciled procurement credit card (P-Card) expenses for OMA staff. Acted as approver for P-Card reconciliation. Provided excellent customer service to all constituents including students, faculty, staff, parents, local businesses, etc. Hire, train, supervise and evaluate student assistants (12). Also supervised and trained two building managers in the oversight of the MASC
- Managed confidential Human Resources information for the department including, payroll, tax forms and personnel records. Operated institutional computerized information systems to monitor and manage office and student accounts

**Johns Hopkins University, Office of Multicultural Affairs, *Administrative Coordinator* (March 2011 to June 2014) (continued)**

- Provided budgetary training as needed for multicultural student organizations, including training at annual retreats/seminars/workshops. Managed timesheets and payroll for students and casual staff, tax forms and student personnel records
- Maintained office equipment leases and orders office supplies. Managed calendars for the director and professional staff. Maintained contact with facilities management, housing and dining regarding work orders, catering and other related needs.

**Baltimore County Office of Workforce Development, *Office Coordinator*, Baltimore, MD (March 2010 to January 2011)**

- Reviewed customer files of applicants seeking to receive federal funding through WIA (Workforce Investment Act) to ensure accurate eligibility for the funds.
- Maintained Spreadsheet (Excel) tracking funds allocated for training from billing authorizations.
- Supported Workforce Development Training Center managers (Eastpoint and Hunt Valley) with administrative assistance and special projects.
- Reviewed Billing Authorizations prior to being submitted to Center Manager for approval
- Forwarded processed Billing Authorizations to appropriate vendors and to internal accounting department.
- Ordered Office Supplies using automated online system

**Day and Zimmerman Staffing, *Executive Assistant*, Baltimore, MD (May 2008 to July 2009)**

- Supported Manager of Corporate Engineering (Constellation Energy) by managing busy calendar, arranged travel, printed meeting materials, screened calls, set up meetings on and off site. Tracked and submitted all expenses related to corporate credit card, using automated system, Oracle iexpense. Tracked personnel using automated calendar system.
- Used independent judgment in selection and interpretation of data and knowledge of related work. Assignments generally followed a prescribed procedure which included maintaining electronic and paper records; Assembled information and prepared material from several sources, handled invoices and payments, performed mathematical calculations, prepared routine correspondence and other responsibilities as needed by the Department. Used Microsoft Office daily
- Distributed mail for department. Handled all Information Technology repair requests as well as new software and hardware requests. Ordered cell phones and accessories for the department.
- Provided administrative assistance to Manager's direct reports as needed

**Johns Hopkins University, School of Medicine (Institute of Genetic Medicine), *Administrative Coordinator*, Baltimore, MD (October 2006 to November 2007)**

- Processed weekly payroll and resolved issues by processing special check requests, stop payments and reissues, etc.
- Assisted in processing HR related tasks which included annual increases, personal data changes, email access, id badges requests and the resolution of semimonthly payroll issues.
- Coordinated office services such as purchasing, payroll, using Hopkins One. Maintained records control and performed other administrative activities for the department/division. Interpreted operating policies, and exercised independent judgment in resolution of administrative problems
- Coordinated and implemented office services, collection and preparation of financial and operations reports. Distributed mail for the Institute
- Participated in interviewing job applicants and conducted orientation of new employees
- Located and compiled information and formatted reports, graphs, tables, and other sources of information.
- Used various software applications, such as spreadsheets, relational databases, statistical packages and graphics packages to assemble, manipulate and/or format data and/or reports
- Coordinated seminar and faculty/fellow events, to include pre and post event communication, agenda planning, travel/hotel arrangements for speakers, audio-visual and room preparation, etc.
- Maintained and coordinated maintenance of copier and fax machines within the institute
- Provided direct administrative support for senior faculty members to include purchasing and general Institute issue management and resolution. Provided general office assistance and coverage for institute Director during absences of Administrative assistant.

**Education:**

Howard Community College, Social Sciences  
UMUC, Psychology, Business Administration  
Essex Community College – Business Courses, Baltimore, MD  
Virginia State University, Petersburg Virginia (Public Administration Major)

**Clubs and Associations:**

Member, *Board of Directors*, Howard County Autism Society