



Position with Firm

2026–present ***Administrative Assistant***. Provides administrative support to multiple teams by managing calendars, coordinating meetings, and overseeing logistics. Serves as a dependable resource for staff, ensuring seamless day-to-day operations so colleagues can focus on advancing PSC's mission.

Previous Professional Experience

2021–2026 ***Executive Office Coordinator***, *Capital Area Michigan Works!*, Lansing, Michigan. Delivered comprehensive administrative support by managing executive calendars, coordinating board meetings, and preparing meeting agendas, materials, and minutes. Streamlined operations by processing payroll, arranging travel, and supporting human resources and office operations. Served as a liaison among executives, board members, staff, and external partners to ensure efficient communication and organizational success.

2016–2021 ***Administrative Assistant***, *Peckham*, Lansing, Michigan. Managed participant follow-up and case documentation for the Workforce Innovation and Opportunity Act program. Coordinated tuition payments between educational institutions and the accounting department. Delivered program presentations and provided direct career support to job seekers, including resume assistance, cover letter development, and employment resources.

2015–2016 ***Talent Specialist Assistant***, *Capital Area Michigan Works!*, Lansing, Michigan. Assisted job seekers with resumes, cover letters, job applications, and effective job search strategies. Provided guidance on workforce resources, public assistance programs, unemployment policies, and veteran services. Delivered presentations to job seekers and community partners about available employment resources.

Education Ongoing coursework toward degrees in social science and fine art

Recognition

Exemplary Customer Service Award at Capital Area Michigan Works!, 2019