

Brandy Baron

Executive Administrative Assistant

Tunkhannock, PA

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(570) 6652462

To find employment where I can use my previous job experience.

Authorized to work in the US for any employer

Work Experience

Direct Support Professional

Eihab Human Services - Tunkhannock, PA

November 2017 to Present

All aspects of Direct Care working with youth in a non secure residential placement setting. Review and understand individual face sheets, psychological history, and individual progress plans. Responsibilities include transporting clients to and from court hearings, medical, dental, and mental health appointments, administer medications, record daily behavioral logs, and oversee daily residential needs of clients.

Executive Administrative Assistant

Kelly Service (Job Assignment for Kraft) - Wilkes-Barre, PA

June 2014 to August 2014

Basic administrative responsibilities; scheduling departmental meetings, interviews, work schedules, flights, vendor assignments etc. for Executive of Accounts Receivables. Tracking and balancing spreadsheets in Excel, filing records/record keeping, organizing hard copies of documents, ordering office supplies and inventory. Posting receipts, and all other office related responsibilities.

Housekeeping

Hampton Inn - Tunkhannock, PA

March 2014 to June 2014

Responsibilities included cleaning hotel rooms.

Food Server

Twigs Cafe - Tunkhannock, PA

September 2011 to June 2013

All aspects of front of the house food service.

Deli clerk

Walmart - Pittston, PA

October 2010 to February 2011

Field Service Representative

Pride Mobility - Exeter, PA

August 2005 to August 2010

Recruited a team of field service representatives to work on durable medical equipment on west coast. Conducted background checks and provided training. Negotiated job rates. Issued work orders, followed up on open jobs, Took inbound calls/made outbound calls and logged all job data with up-to-date accurate information.

Education

63 Credit hours in Applied Behavioral Sciences/Psychology

Misericordia University - Dallas, PA

January 2013 to July 2017

Kings College

August 2010 to December 2010

Skills

Quickbooks