

## Shannon Stevely Resume Brief:

Last updated 09-14-2023

**Professional Summary:** Dedicated Administrative Project Specialist with a proven track record of successfully managing projects, optimizing processes, and achieving outcomes. Skilled in project planning, negotiation, environment, health, and safety (EHS), industrial safety, organization, and project management. Adept at overseeing cross-functional teams and delivering results within budget and on schedule. Strong administrative and organizational skills with experience in various roles, including Administrative Assistant and Administrative Secretary.

### Professional Experience:

#### **HARBEC, Inc.**

Ontario County, New York, United States

#### **Administrative Project Specialist**

Oct 2022 - Apr 2023

- Devised and executed plans and strategies to expedite production and processes.
- Created comprehensive project schedules, monitored progress, and produced reports.
- Tracked project budgets and expenditures while coordinating with department personnel.
- Managed all project phases, overseeing internal and external stakeholders, personnel, and vendors.
- Developed work schedules, identified key milestones, and established measurement criteria.
- Prepared and communicated cost estimates and evaluated project feasibility.
- Recommended expenditures and enforced project timelines.
- Captured and analyzed project performance metrics for evaluation.
- Implemented and improved processes and procedures.
- Managed procurement solicitations and vendor selection.
- Negotiated changes to project timelines and scope.
- Created, disseminated, and delivered reports, presentations, and status updates.
- Submitted proposals to secure funding and mentored/trained employees.

#### **Administrative Assistant**

Ontario, New York, United States

Jun 2021 - Oct 2022

- Handled information requests, performed clerical functions, and scheduled meetings.
- Prepared reports, memos, letters, and documents.
- Managed office supplies and records database systems.
- Updated continuous improvement reports and performed data analysis.
- Coordinated purchase orders and assisted with AR/AP.
- Supported sales and managed primary contact Inbox.
- Assisted in environmental, health, and safety activities.
- Assisted the COO in various projects and policies.
- Ensured effective communication and customer service.

#### **Closing USA**

Victor, NY, United States

#### **Administrative Secretary**

Jun 2020 - Jun 2021

- Managed the front office, maintained office supplies, and conference rooms.
- Provided administrative support to the site leadership team.
- Created purchase orders, processed invoices, and handled return checks.
- Distributed employee badges and organized lunches.
- Managed the Visitor Entrance and Incoming Call Center.
- Complied with local, state, and national regulations and company policies.

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### University of Rochester Medical Center

All URMU URGENT Care Locations in Western, NY

#### Student Intern

Sep 2019 - Dec 2019

- Observed and studied workflow in an urgent care setting.
- Participated in financial and budgetary meetings.
- Utilized Lean methods to improve workflow.
- Assisted with interviews for new positions.
- Collaborated with leadership, staff, and providers.

### Advantech Industries

Gates, NY

#### Student Intern

May 2019 - Aug 2019

- Managed Epicor system for quote research and document handling.
- Compiled data for quotes and maintained sensitive documents.
- Organized company staff files and adhered to clearance and ethics policies.
- Provided exceptional customer service to potential clients.

#### Skills:

- Project Planning
- Negotiation
- Environment, Health, and Safety (EHS)
- Industrial Safety
- Organization Skills
- Project Management
- Customer Service
- Microsoft Office
- Communication
- Purchase Orders
- Cross-training
- Lean Process Improvement
- Workflow Management

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