

Allison Cerone

Alli.Cerone@gmail.com

Skills

- Budget development and analyzing financial details
- Writing and communication
- Customer service experience
- Cooperative team member
- Microsoft Office

Work History

- 2023 to Present, RIT, Faculty Recruitment Coordinator (Formally Sr. Staff Assistant) for the Office of Faculty Recruitment
 - Manages AP/AVP calendar; coordinates recruiting trips and conference attendance; prepares travel expense reports upon completion of travel; gathers data regarding contacts made and costs associated with recruiting trips and prepares year-end analysis of return on investment for future consideration.
 - Perform budget related functions such as processing invoice payment forms, monthly procurement-card statement reconciliations and routine updating of transaction reports, travel expense reports, etc.
 - Provide general office support for staff, meetings and events including, but not limited to: Assist with the planning of the annual weekend-long Future Faculty Career Exploration Program and its activities; Provide logistical support for liaison meetings, including securing meeting rooms and interpreting services.
 - Assist in identifying and recruiting women and AALANA candidates
- 2019 to 2022, UR Medicine Homecare, Patient Account Representative
 - Billed Workers Compensation, Motor Vehicle Accidents, and Meals on Wheels
 - Cooperatively worked with patients and insurance companies via phone, mail, and emails
 - Adapted to hybrid remote work beginning in 2020
- 2018 to 2019, On Semiconductor, Operator
 - Identified repeat defects on active image region through optical inspection, stopping the production line and preventing over \$32K product lost
- 2016 to 2017, Torpey Family Medicine, Administrative Assistant
- 2015 to 2016, Nazareth College, Resident Assistant

Education

2025 to present, MS in Communication, Rochester Institute of Technology

2023 to 2024, BS in Individualized Program, Rochester Institute of Technology, *summa cum laude*

2013 to 2016, Music Business, Nazareth College

2009 to 2013, Hilton High School, High School Diploma