

TRANSFER RECRUITER/ADMISSIONS COUNSELOR

Career Overview

Committed and motivated Administrative Assistant with exceptional customer service and decision making skills. Strong work ethic, professional demeanor and great initiative. Executive Administration Develop Result Oriented Procedures Operation Management National Talent Consultant Organizational Consulting Performance Expansion Strategic Business Marketing/Planning ROI & Profit optimization

Office Competencies

Microsoft Office Suite Programs Email Protocol

Desktop Publishing Internet Usage Office Management Create Procedures, Handbooks

Rainbow Push Coalition National Action Network United Institution Baptist Church Philathea Ministry Central Union Missionary I have been able to observe Cheryl in a variety of settings, including seeing how well she operates a fluent and successful office." George Curry, Keynote Speaker/Media Coach Ms. Porter is one of the most effective Executive Administrators I've ever worked with. She is masterful at scheduling, adept at juggling and possesses excellent people skills." Dr. Julianne Malveaux, President Emeriti-Bennett College Ms. Porter is a resourceful, creative, and solution-oriented person. She functions well as a team leader." -Murray Dewalt, Security Chief, Rev. Jesse L. Jackson EXECUTIVE ADMINISTRATION AND OPERATIONS MANAGER

Professional Experience

Transfer Recruiter/Admissions Counselor 01/2014 to 06/2015

Company Name City , State

- A private historically black liberal arts college for women.
- Recruiting of transfer and non- traditional students.
- Creation of transfer guide and official transfer data on college webpage.
- Work directly with students to secure admission to the college.
- Develop partnerships with area community colleges and organization's to encourage enrollment of students.

Executive Assistant 08/2011 to 12/2013

Company Name City , State

- A private historically black liberal arts college for women.
- the President Maintain and manage schedule of the President, including travel and coordinating arrangements.
- Preparation of monthly travel and expense reports, itineraries, document drafts and correspondence.
- Event creation and planning for the office of the President.
- Successful completion of office set-up, supervising and coordinating the daily office functionality.

Executive Assistant to the Chief Marketing Officer 02/2009 to 10/2011

Company Name City , State

- Maintain, manage and create schedule of the CMO, including travel and coordinating arrangements.
- Work closely with various clients on event planning, national tour scheduling and media advertising.
- Occasional office manager when required completing invoicing, payroll distribution, call/email inquiry and correspondence management.
- Assist in the development of company templates, including letters, memos, outlines, forms and charts.

Virtual Executive Assistant 01/2007 to 12/2009

Company Name City , State

- Independently owned and operated national public relations company.
- At the direction of the president, managed and assigned team projects.
- Collaborated with team leaders, provided research and other support for projects.
- Developed and maintained human resource information and files.
- Compile monthly client reports and authorize billable hours for payment.
- Managed emails, paper work, inquiries, correspondence, proposals and confidential administrative client data.
- Wrote copy for email, direct mail and print advertising.

Operator/Receptionist 11/2002 to 10/2009

Company Name City , State

- Jackson Park is a 270 patient facility and 900-faculty member community hospital serving over 1 million people.
- Operated facility main switchboard.
- Paged physicians, and all other hospital personnel overhead, in-house and long range.

- Greeted and assisted patients, visitors and staff members.
- Paged physicians, faculty overhead, and in-house and long range system.
- Created and presented communication guidelines and operations for orientation classes for new hires and residents.

Law Enforcement Officer/Police Officer 11/1985 to 12/1997

Company Name City , State

- The Metropolitan Water Reclamation District of Greater Chicago is an independent government encompassing approximately 91 percent of the land area of Cook County, Illinois.
- Focus on protecting and serving the community and property.
- Patrol assigned areas and respond to calls, enforce laws, make arrests and issue citations.
- Daily patrol of incorporated and unincorporated areas of Cook County, IL on district owned property.
- Illinois state peace officer certification with full IL peace officer arrest authority and weapon certification.
- Doubles as officer and dispatcher on a rotating basis, verified employee identification including photo and fingerprint verification.

Education

Business Communications - Area of Study G.M.O.R. Theological Institute Counseling & Pastoral Care - Area of Study Timothy J. O'Connor

Training Academy Certification - Illinois State Peace Officer Northern Illinois University

Attained Diploma Chicago St. Thomas Aquinas H.S

AFFILIATIONS & COMMUNITY SERVICE Professional Endorsements

Skills

administrative, photo, advertising, arts, Business Communications, charts, community hospital, Counseling, client, clients, direct mail, direction, email, event planning, expense reports, Focus, forms, government, human resource, invoicing, letters, office, office manager, payroll, personnel, print advertising, proposals, public relations, Recruiting, research, scheduling, supervising, switchboard