

Riley A. Schillaci

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SUMMARY OF QUALIFICATIONS

Highly self-motivated administrative professional with over 7 years of experience in both profit and not for profit industries. Experienced in customer service, office technology, audits, data entry, outreach, quality assurance, research, simple statistical analysis, marketing, public relations, training new employees, teaching job skills to developmentally disabled adults, coordinating, problem solving, and written/verbal communications.

- Experience in working at not for profit agencies.
- Extensive knowledge of Microsoft Office.
- Successfully completed two week data entry and data analysis project at local printing company.
- Developed "Internet Sales and Web Development" position at Cook Iron Store
- Expanded the receptionist position at the American Red Cross, to include data entry, vehicle reservations, fleet support.

SKILLS SUMMARY

Customer Service
Coordinating
Data Entry
Scheduling
Business Writing and Communications
Vocational Training
Teaching
Typing 40wpm

PROFESSIONAL EXPERIENCE

LifeTime Assistance Inc, Chili NY

Direct Support Specialist

Work with other supervisors to help developmentally disabled adults succeed in a work environment by coaching them in vocational and social skills.

- Lead work groups
- Demonstrate job tasks
- Demonstrate appropriate vocational and social skills
- Provide counsel to consumers
- Assist consumers in completing job tasks
- Enter consumer data into an iPad
- Help in other areas of the workshop as needed

LifeTime Assistance Inc, Chili NY

Scanning Associate

Work in a team to digitize documents for local auto dealers, and auto repair shops.

- Scan documents into computer
- Prep Documents for scanning

Hammer Packaging (RBA Staffing), Rochester NY

Data Entry/ Data Analyst

3.2015 to 4.2015

Completed a two week data entry project to identify the cause of a product defect.

Analyzed data and wrote up the findings and conclusions.

- Entered supplied data into MS Excel
- Researched data in Vision II
- Analyzed data
- Provided written findings and conclusions of the data analysis.

LiDestri Foods (RBA Staffing), Fairport NY

Vendor Compliance Facilitator Assistant

6.2014 to 8.2014

Successfully completed a Quality Assurance project in which I obtained and cataloged documents and audits from outside vendors.

- Assisted in creating an Excel workbook to catalogue audits from outside vendors.
- Obtained vendor audits.
- Communicated with buyers.
- Communicated with vendors.

American Red Cross Blood Services (Adecco), West Henrietta NY

Receptionist/Administrative Assistant

12.2012 to 4.2014

Provided support to other departments, as well as temporarily filling in as the interim Fleet Coordinator.

Expanded the receptionist position to be able to provide more coverage to departments and projects.

- Customer Service
- Data Entry
- Reserve meeting and conference rooms
- Reserve Vehicles
- Coordinate Vehicle maintenance
- Was awarded a certificate by Adecco for exceeding performance expectations.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Certificate, Computer Business Technology, Eastern Monroe Career Center, Fairport NY

A.A.S., Liberal Arts, Monroe Community College, Rochester NY

BS, Sociology and Health Science, SUNY Brockport, Brockport NY

COMPUTER SKILLS

MS Word MS Excel MS PowerPoint

MS Publisher MS Outlook Oracle Vision II HTML

VOLUNTEER EXPERIENCE

Saint Joseph's House of Hospitality

Work in a team to feed over 40 guests once a month.

- Meal Preparation
- Hospitality
- Occasional team coordination
- Set up and clean up