

Valerie Varesio
val_varesio@champion.org
724.593.9200 ext.102

EXPERIENCE

Human Resources Director & Financial Aid Director

Christian Family & Children's Center – September 2015 to Present

Financial aid, payroll, benefits, tuition account management, new hire orientation, manage professional & personnel records, accounting, workman's comp., policies, manage staff schedules, phone communication, manage work program, update database, websites, calendar, servers, & employee contact info., deposits, taxes, financial & operational reports, student transcripts, counseling billing, & administration responsibilities.

Human Resources Office Manager

Crossroads Speech & Hearing, Inc. – 2013 to 2014

Managed all Human Resource functions, on-boarding, new hire paperwork, created & maintained staff schedules, payroll, personnel files, benefits, credentials, training, Manager of administrative & billing staff, accounts payable/receivable, incoming calls, customer service, coordination of maintenance, patient payments, workman's comp., disability, incentives, compliance.

Office Manager

Seman Enterprises – 2013

Accounts payable/receivable, deposits, payroll, on-boarding, new hire paperwork, personnel files, workman's comp., OSHA, safety, insurance, coordinated installations, maintained inventory, incoming calls, customer service, scheduled personnel, estimates, invoices, all human resources functions, managed 42 rental properties, collected rent, coordinated rental maintenance, reports, processed payments, paid business taxes.

Administrative Assistant

Office Team - 2012 to 2013

Administrative support to Executive Management, expenses & budgets, inventory, ordered supplies, multi-line switchboard, meeting coordination, invoices, purchase orders, catering, mail, invoices, purchase orders, payroll, greeted visitors, marketing, filed, administrative support, greeted visitors, copies.

Program Coordinator

NHS Human Services - 2007 to 2009

TFC/FCP placement for 12 children, intake, service, health, & educational/vocational planning, safety & permanency planning, state standards & regulations, marketing strategies, recruitment, training, approval of family activities, record-keeping, administrative duties, processed paper work & legal documents, compliance, budgets & payment schedules, PA Mentor for two TFC children & assisted them in transferring to independent living.

Administrative Assistant/Provisioning Specialist

Level 3 Communications - 2001 to 2007

Administrative Assistant to President, CEO, & Executive Management, customer service, invoices, conference bridging, IT tickets, database, presentations, budgets, timelines, travel arrangements, expenses, maintained contact info., organizational charts, payroll processing & approvals, assisted HR, maintained schedules, prepared reports, incoming calls, customer orders, billing, research, problem solving, Rebuilding Together Volunteer for three years.

EDUCATION

Bachelor of Arts in Elementary Education

Waynesburg College 1996

Instructional I Certification 1998

SKILLS

Advanced Microsoft Office, Outlook, Adobe Acrobat, QuickBooks, Kompozer

CPR, First Aid, AED Certified 4/2017

Mandated Reporter Child Abuse Certified 5/2016

DISC Walk Thru the Bible Certified 5/2017

Fire Safety Training 2/2019