

Ashley Pallano

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Summary

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

Skills

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| * Hiring and recruitment support
* Partnership management
* System structuring
* Teambuilding
* Supervision
* Friendly, positive attitude
* Collaboration
* Troubleshooting
* Organizational skills
* Conflict resolution
* People skills
* Decision-making
 | * Online marketing and advertising
* Brand development and awareness
* Client relationship management
* Project management
* Report writing
* MS Office
* Analytical
* QuickBooks
* AR/AP
* Excel spreadsheets
* Meeting planning
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Experience

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| 914United | Yonkers, NYOrganizational Development Consultant*02/2021 - Current* | * Used evidence-based, forward-thinking strategies to bring about and improve change at all levels.
* Conducted needs analyses and cultural assessments to enhance organization-wide change.
* Implemented training programs to apply principles of learning and individual differences.
* Prioritized and organized tasks to efficiently accomplish service goals.
* Demonstrated self-reliance by meeting and exceeding workflow needs.
* Motivated and encouraged team members to communicate more openly and constructively with each other.
* Juggled multiple projects and tasks to ensure high quality and timely delivery.
* Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
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| The Police Athletic League of Yonkers Foundation | Yonkers, NYDirector of Operations*02/2016 - 03/2021* | * Identified and resolved tactical issues relating directly to processes and initiatives.
* Evaluated operational trends and proactively adjusted strategies to maintain alignment between performance and objectives.
* Partnered with managers and executives to drive and track non-technical and technical internal projects from inception through completion.
* Conferred with other managers, technical personnel and team leaders to coordinate site work and maintain tight schedules.
* Planned daily operational strategies, including delivery routing, team workflows and promotional initiatives.
* Motivated and supported field workers completing work to increase work quality and team productivity.
* Collaborated with community members to educate public regarding issues such as drug abuse prevention and traffic safety.
* Spearheaded clothing closet for homeless and obtained resources through United Way.
* Made positive impact on Southwest Yonkers by leveraging multiple channels of activism and protest.
* Educated clients and community members about youth mentorship, girls and sports substance abuse, and available community resources to bring police officers and youth together.
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Education and Training

Southern New Hampshire University | Online

Some College (No Degree) in Organzational Leadership

Mendoza College of Business | Online

Effective Grant Proposal Writing

*09/2018*