

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 |

Experience

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| 914United | Yonkers, NY  Organizational 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, NY  Director 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. |

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*