

Vanessa Varoskovic

Administrative Assistant

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Experienced worker of 18 years performing a variety of technical and manual tasks. Highly dependable, ethical and reliable. Detail oriented and possessing skills in multiple areas.

Skills

Attention to Detail
Dependable and Responsible
Multitasking Abilities
Problem Resolution
Self-Directed
Document Management
Electronic Records Management
Calendar Management
Facility Management
Meeting Coordination
Inventory Management
Operations Management

Work History

2024-01 - 2024-03

Affiliate Welcome Center & Gift Shop Staff

Sedalia Area Heritage Foundation, Sedalia

- Greeted guests in courteous, professional, enthusiastic manner. Provided information about Sedalia.
- Coordinated with State Historical Society of Missouri to answer Missouri-Kansas-Texas Railroad inquiries from public.
- Used Wix to build professional website for Historic Katy Depot.
- Partnered with DNR and regional Convention & Visitors Bureaus to restock rack cards and brochures in welcome center.
- Conducted year end physical inventory of gift shop retail items.

- Managed daily point of sale opening and closing procedures to include alarming facility using Night Watch security system.
- Provided updated depot news via variety of social media. Increased public awareness of local railroad history by 30 percent.
- Utilized Techsoup to purchase cloud based accounting software enabling organization to migrate from Quickbooks Desktop to Quickbooks Online.
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2023-08 - 2023-09

Office Manager & Cold Storage Warehouse Worker

Fed From The Farm, Sedalia, MO

- Picked and packed meat products consistently weighing 50+ pounds in cold storage facility.
- Assisted meat processor team lead in using pallet wrap film to secure product being transported from farm daily to cold storage facility.
- Operated skid steer to load/offload box truck with pallets.
- Used Zendesk IT support ticketing tool to resolve customer order issues.
- Operated electric powered rider pallet jack to move pallets throughout warehouse for short/long term storage.
- Drove delivery van to Buying Club locations throughout St. Louis Missouri to deliver fresh milk, yogurt, eggs and organic grass-fed meat products to buyers.
- Used ShipStation to create FedEx and UPS shipping labels for bulk customer orders.
- Generated Grazecart customer order reports, confirmed pickup dates, delivery locations, item weights and cost totals.

2022-09 - 2022-12

Administrative Assistant

Convention & Visitor's Bureau/Chamber Of Commerce, Sedalia, MO

- Managed and promoted 200+ chamber businesses and prospects through use of social media platforms.
- Generated and submitted invoices, prepared for monthly chamber business breakfasts and aided in planning annual community events.
- Edited training manuals, visual aids and other educational materials for three office managers.
- Updated lodging, dining, shopping and area attraction information for website development team to improve site content, keyword relevancy and branding achieving search engine optimization goals.
- Supplied resources to Sedalia residents and travelers to promote Katy Trail, Missouri State Fair, International Scott Joplin Ragtime Festival and local places of hospitality.

2021-11 - 2022-05

Operations Administrative Assistant

ProEnergy, Sedalia, MO

- Scheduled weekly operations meetings, and distributed minutes to staff members.
- Arranged supplier/vendor visits and submitted facility tour requests.
- Utilized Microsoft Teams and SharePoint for daily operations.
- Collected receipts, processed expense/travel reports for company employees and external consultants using SAP Concur software.

- Oversaw monthly department tours of workshops enabling cross functional collaboration.
- Provided steady support for front desk receptionist during absences.
- Conducted department ISO9001 internal audits with quality assurance team members.

2020-09 - 2021-05

Office Manager

Sedalia Area Chamber Of Commerce, Sedalia, MO

- Screened calls, visitors and emails and initiated actions to respond for Executive Director.
- Processed and mailed invoices.
- Executed billing tasks/collections duties and input member information into database for 320 chamber businesses.
- Promoted local businesses via social media platforms.
- Created marketing materials, including product reviews, press releases and ads using Constant Contact and Canva.
- Attended monthly ambassador meetings, built professional relationships and achieved chamber goals.
- Collaborated with marketing and design teams to develop and build Chamber website.

2019-10 - 2020-07

Publications & Forms Manager

USAF - 21st Communications Squadron, Peterson AFB - Colorado Springs, Colorado

- Directed Publications and Forms program for Peterson Air Force Base.
- Trained 22 publications managers and ensured implementation of guidance and procedures in accordance with Air Force regulations.
- Rectified program discrepancies and provided status briefings to senior leaders.
- Utilized Microsoft Teams to promote collaboration and files storage for personnel located at 2 military installations.

2018-11 - 2019-02

Missile Defense Agency - Security Controller

Chenega Corporation, Schriever AFB - Colorado Springs, Colorado

- Greeted Missile Defense Agency guests professionally and courteously to cultivate welcoming atmosphere while making safety top priority.
- Scanned incoming and outgoing personnel and packages using hand-held wands and x-ray machinery to protect building, assets and individuals.
- Verified photo identification of contractors, military service members and civilians prior to granting access to facility and permitted entry with escort for approved persons into secure locations.
- Monitored CCTV feeds and quickly responded to secure area alarms in multi-configurable 676,000 square foot facility).

2017-08 - 2017-12

SharePoint/Business Process Reengineering

C5T Corporation, Scott AFB - St. Clair County, Illinois

- Liaised with 5 contractors on documentation flow, handover and project close out for Mobility Air Forces Command and Control Strategy, Systems and Support Contract.

- Conducted annual adjudication of Responsible Accountable Consulted Informed matrix used to identify and establish roles and responsibilities for each stakeholder/employee in business processes.
- Produced quarterly deliverable reports for program manager and contract officer representative.

2015-02 - 2016-12

Missile Alert Facility Manager

United States Air Force, Minot AFB - Minot, North Dakota

- Oversaw \$13-million-dollar nuclear missile alert facility in support of Air Force Global Strike Command's "Nuclear Deterrence" mission.
- Inspected facility grounds, circuit breakers, water treatment systems, vehicles, lighting and diesel generators.
- Operated land mobile radio systems and snow removal equipment.
- Guided missile combat crews in responding to abnormal situations in launch control equipment buildings. Issued, received, and accounted for fuel, assigned rooms and issued bedding for assigned personnel

2013-12 - 2015-01

Knowledge Management

United States Air Force, Minot AFB - Minot, North Dakota

- Supervised eight military members and 10 contractors for 5th Communications Squadron Knowledge Management office.
- Organized SharePoint 2010 migration, created user profiles and verified access levels for each database segment to protect important data.
- Coordinated mailroom team's workflow, delegated tasks, and resolved conflicts during contract reviews.
- Tracked 238 IT assets and delivered Privacy Act briefings to Air Force organizations

Education

2005-09 - 2006-06

High School Diploma

Tabb High School - Yorktown, VA