

Cherron Simes

Site Coordinator & Social Media Coordinator

Highland, IN 46322

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219-805-3001

A proactive, organized, versatile, and tech-savvy individual seeking employment. Offering multiple years of experience in providing effective office management, leadership skills, and customer service with a diverse range of individuals.

Authorized to work in the US for any employer

Work Experience

Executive Administrative Assistant to President/CEO

Cimcor, Inc. - Merrillville, IN

January 2019 to Present

- Maintains payroll information by collecting, calculating, and entering data.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Posts financial transactions using appropriate computer software and databases.
- Receives and records cash, checks and vouchers.
- Works collaboratively with CFO to check for accuracy in reports figures, and postings and make appropriate reconciliation
- Performs payroll and accounting program migrations as needed.

Site Coordinator/Social Media Coordinator

The Adventure Club Before and After School Program - Schererville, IN

May 2016 to Present

- Maintain daily attendance via written and electronic sources
- Involve children and staff in all program activities
- Responsible for the health, safety, and well being of the children at all times
- Use appropriate and effective classroom and employee management strategies
- Must be an active participant and a positive role model to children and team members
- Exhibit courteous and helpful behavior to children, staff, parents/guardians, school personnel, agency representatives, and the general public
- Report to Corporate any behavioral concerns and/or incidents involving the children in the program

- Attend all staff meetings and professional development trainings
- Responsible for all equipment, supplies, and cleanliness of program areas
- Train and supervise site staff
- Maintain social media by creating engaging posts
- Stay up-to-date with changes on social media platforms

After School Instructor

Young Rembrandts of NWI & Bricks 4 Kidz of NWI - Valparaiso, IN
September 2015 to May 2016

Responsibilities

- Prepare and execute assigned lessons
- Teach, direct and supervise school age children
- Maintain daily attendance
- Involve children in all program activities
- Responsible for the health, safety, and well being of the children at all times
- Use appropriate and effective classroom management strategies
- Must be an active participant and a positive role model to children
- Exhibit courteous and helpful behavior to children, staff, parents/guardians, school personnel, agency representatives, and the general public
- Report to the Director or Area Coordinator any behavioral concerns and/or incidents involving the children in the program
- Attend all staff meetings and professional development trainings
- Responsible for all equipment, supplies, and cleanliness of program areas
- Carry out all policies of the Bricks 4 Kidz and Young Rembrandts goals and missions
- Complete other duties as assigned

Sr. Administrative Assistant/Data Entry Manager

Communities in Schools-Lake County - East Chicago, IN
July 2010 to August 2015

Train and supervise other support staff.

- * Act as a resource for all internal and external inquiries about the organization.
- * Act as liaison between administrative staff and other staff.
- * Handle student, parent, and other confidential information in line with data security protocols.
- * Filing, archiving, photocopying, scanning and faxing documents.
- * Analyze/create data entry protocol and adjust for maximum efficiency.
- * Maintain up-to-date entries across all databases.
- * Process incoming paperwork efficiently and in accordance with policy.
- * Establish work procedures and schedules, and keep track of the daily work of clerical staff.
- * Manage calendars of department personnel; make travel, meeting, and event arrangements.
- * Compile data and prepare reports.
- * Create and distribute correspondence on behalf of senior management.

Education

Bachelor of Arts in Psychology

Purdue University
December 2020