**ADRIANNE Y. SYKES**

1648 Carroll Street▪ Brooklyn, NY 11213 ▪ (718) 314-5604 Email: [aysykes@aol.com](mailto:aysykes@aol.com)

**Detailed-Oriented professional with 15 years of progressive administrative experience. Strong organizational and critical thinking skills**

**PROFESSIONAL EXPERIENCE:**

**NYC HUMAN RESOURCES ADMINISTRATION,** New York, NY

**Office of Policy, Procedures & Training-Office of Workforce Development**

**Principal Administrative Associate I,** *Training Coordinator 09/2022-Present*

* Coordinates five employment programs by receiving and transmitting requests; notifying appropriate administrative staff of worker availability and scheduling orientation sessions to facilitate utilization of federal, state, and other training programs.
* Coordinate and attend the Office of Workforce Development (OWD) weekly meetings, training programs, and seminars conducted by the Agency and outside sources.
* Compile statistical data and generate management reports based on related data; collaborate with supervisor concerning the results of Training reports.
* Assist in the preparation of narrative reports, analysis, and recommendations concerning training effectiveness.
* Prepare purchase requests and track the requests through purchase and delivery. Maintain receipts and invoices for accuracy.
* Process requests for authorization by reviewing and checking the appropriate destination to initiate action.
* Manage and maintain training data files/computerized records; and assist with special projects.

**NYC HUMAN RESOURCES ADMINISTRATION,** New York, NY

**Office of Policy, Procedures & Training-Office of Workforce Development**

**Principal Administrative Associate I,** *Administrative Assistant 04/2019-09/2022*

* Manage office and consult with various administrative areas in the agency.
* Answer phones, manage calendars, and schedule meetings.
* Special projects include tracking monthly training using Excel spreadsheets.
* Compile statistical data and generate management reports based on related data; collaborate with the Assistant Deputy Commissioner concerning the results of Training reports.
* Assist in the preparation of narrative reports, analysis, and recommendations concerning training effectiveness.
* Prepare and edit correspondence for the Assistant Deputy Commissioner of the Office of Workforce Development (OWD).
* Prepare purchase requests and track the requests through purchase and delivery. Maintain receipts and invoices for accuracy.
* Coordinate/attend the Office of Workforce Development (OWD) meetings, training programs, and seminars conducted by the Agency and outside sources.
* Manage and maintain training data files/computerized records; and assist with special projects.

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**NYC HUMAN RESOURCES ADMINISTRATION,** New York, NY

**Family Independence Administration -Office of Policy, Procedures & Training**

**Principal Administrative Associate I,** *Administrative Assistant 8/2012-04/2019*

* Answer phones, manage calendars, and schedule meetings.
* Special projects include tracking monthly training using Excel spreadsheets.
* Compile statistical data and generate management reports based on related data; collaborate with the Assistant Deputy Commissioner concerning the results of Training reports.
* Assist in the preparation of narrative reports, analysis, and recommendations concerning training effectiveness.
* Prepare and edit correspondence for the Assistant Deputy Commissioner of the Office of Training Operations (OTO).
* Prepare purchase requests and track the requests through purchase and delivery. Maintain receipts and invoices for accuracy.
* Coordinate/attend the Office of Training Operations (OTO) meetings, training programs, and seminars conducted by the Agency and outside sources.
* Manage and maintain training data files/computerized records; and assist with special projects.
* Supervise and train Work Experience Participants (WEP) and interns.

**NYC HUMAN RESOURCES ADMINISTRATION,** New York, NY

**Office of Child Support Enforcement –Procurement Unit/Administrative Services**

**Clerical Associate III,** *Procurement Clerk 3/2012- 8/2012*

* Managed sub-impress and other similar funds (Metro cards), by disbursing funds, obtaining receipts, and other documentation. Reconciled balances maintained adequate cash on hand and kept required records to ensure the availability of authorized operating funds.
* Maintained liaison with two or more units by obtaining and conveying information and providing feedback to facilitate cooperation and results. Coordinated activities and maintained current records.
* Prepared accounts payable invoices, forms, and other correspondence for mail distribution or messenger retrieval.
* Duplicated, collated, and transmitted materials and documents to disseminate information to intended parties.

**TECHNICAL SKILLS**

Microsoft Office (Word, Excel, Outlook, Access), Welfare Management System (WMS)

**EDUCATION**

*Candidate for Master of Industrial Organizational Psychology Fall 2023*

*Coursework in Urban and Community Studies*, CUNY School of Labor & Urban Studies, expected Graduation 06/2023

Certificate in Public Administration, 2019