SYDNI TURNBOW

7541 Branch Drive | New Orleans, LA 70128 | svturnbow@live.com | (504) 710-7505

SUMMARY OF QUALIFICATIONS

- Extremely skilled in independent planning, time management, and excellent organizational skills
- Attention to detail, even when managing multiple projects in an environment with tight deadlines
- Strong interpersonal skills, regularly acting as a liaison between company and clientele
- Sound judgment, able to view multiple aspects of an issue for problem solving and decision-making
- Adept at both managing and serving diverse groups of people and delivering consistency and quality

SKILLS

• Google Drive • Google Calendar • Microsoft Office • Microsoft Word • Microsoft Excel • Microsoft Outlook • Microsoft PowerPoint • Typing Speed of 70 WPM • Adobe Photoshop • Adobe Acrobat • Windows OS • Mac OS • QuickBooks • SciQuest • School Runner • Social Media Platforms

PROFESSIONAL EXPERIENCE

Louisiana Notary Public (Commissioned in 2019; Commission is for Life)

Operations Manager — TNOLA Languages (2018-Present)

- Stellar representative, acting as primary point of contact, interfacing with clients, contract coordinators, and individuals, providing excellent collaboration, and retaining and improving client loyalty
- Instituted increased team work and flexibility, implementing new and adaptable operation strategies, resulting in increased client satisfaction and productivity
- Demonstrated leadership ability, providing coverage for the Founder & CEO when needed, responsible for personnel management and timekeeping
- Improved department organization through systematically revamping, updating and organizing records for contractors
- Increased revenue through efficient billing processes and expeditious delivery of invoices, concluding encounters with clients swiftly and professionally
- Lead scheduler, connecting with clients and contractors to provide our services to the best of our ability, with flexibility and quality

Administrative Coordinator — Tulane University (2017-2018)

- First point of contact for School of Architecture, answering phones and directing faculty, students, and parents to proper persons for meetings, questions, solve issues, etc.
- Lead timekeeper for staff, handling time sheets, time-off requests, corrections, and submittals
- Management of inventory, responsible for maintaining stock of offices using purchase card and account

Equipment Production Manager – Shooting Stars Productions (2011-2016)

- Increased department productivity and fluidity with other divisions of company by 33% in first year
- Collaborated with supervisor to determine workflows, travel, and makeup of crews based on manpower and capabilities of employees
- Slashed department expenses significantly by executing thorough budget accounting and inventory management

EDUCATION

BACHELOR OF ARTS IN HISTORY | UNIVERSITY OF NEW ORLEANS

Graduation: May 2011| Dean's Honor List: Fall 2007, Spring 2008, Fall 2008, Summer 2010, Spring 2011