




Cheyenne Kelly

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Reno, NV 

Proven and innovative administrator with a passion for organized data and spreadsheets.

Skills

- Keen attention to detail
 - Expert at Excel and Google Sheets
 - Enjoys reconciling and correcting data
 - Eager to learn, mentor to others
 - Prefers collaborating with a team
 - Experienced organizational skills
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Experience

JAN 2021 – JULY 2021

Expediter / Ormat Technologies, Reno, NV

- Translating large datasets into easily digestible information for decision making by management
- Managing purchase orders to ensure the items are delivered and received in and on time to ensure continuous and efficient business processes

AUG 2019 – NOV 2020

Procurement and Office Admin / TCConsulting, Reno, NV

- Entering and auditing financial data (accounts payable/receivable) in QuickBooks to assist the accountant with timely financial reporting
- Developing and managing tracking spreadsheets for both internal and client use in Google Sheets, using feedback to improve and streamline data entry
- Assisting the Financial Director in AR/AP reconciliation

OCT 2017 – AUG 2019

Office Assistant / NNV Operations I, Sparks, NV

- Creating weekly sales reports from QuickBooks data and creating and maintaining a dashboard in Excel and Google Sheets for sales goal setting and product planning
 - Entering and auditing financial data (accounts payable/receivable) in QuickBooks to ensure accurate timing of revenue recognition
 - Developing and managing tracking spreadsheets for internal use in Google Sheets and MS Office using feedback to improve and streamline data entry
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Education

MAY 2024

B.S. Information Systems / University of Nevada, Reno, NV

Minors: Business Analytics, Accounting

Currently in process – Learning Access, database management, accounting, statistics.

MAY 2014

B.S. Environmental Geoscience / Slippery Rock University, PA

Focus on wetland biology. Learned Excel and ArcGIS.

Certifications

- DAT207x: Analyzing and Visualizing Data with Power BI – Mar 2019 – edX
- Google Analytics for Beginners – Dec 2020 – Google