

Paola Chernosky

Fort Worth, TX 76133 | [REDACTED]

EDUCATION

Southern Methodist University Dallas, TX
Master of Arts in Dispute Resolution and Conflict Management May 2018
Cumulative GPA: 3.5

Texas Christian University Fort Worth, TX
Bachelor of Arts Degree in General Studies (specialization: Social Work) May 2016

SUMMARY OF QUALIFICATIONS

- Certified Mediator – satisfied 40-hour statutory requirement to serve as a mediator in Texas court connected programs.
- Emphasis in Traditional Dispute Resolution and Mediation – Arbitration, Negotiation, Family Mediation & Law, Decision Theory, Conflict Coaching, Religion & Dispute Resolution, Neuroscience, Restorative Justice, Gender & Culture in Dispute Resolution, Generational Conflict, Conflict communication and engagement
- Conflict Coaching Certificate

WORK EXPERIENCE

Executive Administrative Assistant to the Dean of Admissions November 2001-Present
Texas Christian University Fort Worth, TX

Provide the highest level of support to the Dean of Admissions and teams for various functions in the admissions office. Responsible for numerous administrative functions, including the management of daily schedules, university communication, budget, and coordination of office events.

- Act as a liaison between admissions counselors and the incoming students and parents to ensure a positive experience during the application and admissions process.
- Responsible for implementation of university admissions policy and procedures.
- Develop and execute strategies that are intended to create and uphold a positive public image for prospective students
- Handle confidential information with tact, discretion and in compliance with FERPA regulations

Office Manager August 1998 - November 2001
Mann Farm & Ranch Cleburne, TX

Responsible for the daily operations of a farm and ranch store. Performed a host of duties including the management of office supplies, time sheet management, inventory management, and processing invoices, ensuring billing accuracy.

- Managed schedules and oversaw daily operations of store with 5 employees.
- Coordinated approval processes of all accounts payable invoices.
- Trained staff on new software and computer set-up for inventory management.

Executive Administrative Assistant to Chief Financial Officer July 1996 - August 1998
Bank of Commerce Fort Worth, TX

Performed a wide variety of administrative tasks, including management of all correspondence, day-to-day operations, special projects, and reports and presentations to Executive Management.

- Orchestrated the buying and selling of mutual funds.
- Maintained all company related confidential information which required discretion and diplomacy.
- Updated and organized daily, weekly and monthly financial reporting.

COMMUNITY INVOLVEMENT

Warm Place June 2014 - Present

- Provide counsel for grieving children and their families after the death of loved ones