

# Jacalyn A. Cortley

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[www.linkedin.com/in/Jacalyn-Cortley-a9267661](http://www.linkedin.com/in/Jacalyn-Cortley-a9267661)

- Highly qualified & detail oriented professional with extensive and diverse work experience across non-profit, education, human services & construction industries
- Independent, confident & self-motivated individual with outstanding interpersonal & relationship building skills
- Adept at developing & maintaining administrative processes to eliminate redundancies, improve efficiency/accuracy, and achieve organizational objectives
- Managed and delivered high profile, large-scale, complex projects on-time and with high quality

## PROFESSIONAL EXPERIENCE & SKILLS

### Reporting Consultant

- Assisted with compilation of data and documentation to satisfy reporting requirements for state grant reimbursement
- Proofread and edit a variety of documents including financial and annual budget reports

### Office Manager/Business Operations Analyst

- Provided HR, Accounting, Enrollment, and Communications support to multiple charter school and higher educational organizations over a period of almost ten years
- Assisted with creation & distribution of quarterly newsletter to member schools

### Project Coordinator

- Responsible for material ordering, scheduling, and logistics across multiple large-scale projects
- Created Site Interruption Prevention Plans & brought them through the approval process
- Interfaced with a variety of on-site staff to manage daily project activities
- Processed new hires including scheduling training, drug screening and initiating background checks

### Document Control Specialist

- Responsible for weekly payroll
- Prepared Time and Material documents for sign-off by general contractors
- Coordinated hiring with local unions and managed onboarding of new employees
- Managed RFI process using Procore construction management software

## EMPLOYMENT HISTORY

STUART-LYNN COMPANY	2020 - PRESENT
<b>Marketing Manager, Assistant Proposal Manager, Administrator</b>	
ALBANY COUNTY AIRPORT AUTHORITY	2018 - 2020
<b>Project Accounting Assistant</b>	
LABELLA ASSOCIATES, D.P.C., DELMAR, NY	2017 - 2018
<b>Office Administrator</b>	
GEORGE J. MARTIN & SONS, RENSSELAER, NY	2014 - 2016
<b>Document Control Specialist</b> - Rivers Casino Site, Schenectady, NY	
<b>Project Coordinator</b> - Global Foundries, Malta, NY	
ALBANY COLLEGE OF PHARMACY AND HEALTH SCIENCES, ALBANY, NY	2013 - 2014
<b>Administrative Assistant</b>	
CHARTER SCHOOLS, CAPITAL DISTRICT, NY	2004 - 2013
<b>Office Manager</b> - Brighter Choice Foundation	
<b>Office Manager</b> - New York Charter Schools Association	
<b>Operations Staff Assistant</b> - Charter Schools Institute	

## EDUCATION

**A.A.S. in Individual Studies / Human Services** - HVCC, Troy, NY  
**Coursework in Management** - Rensselaer Polytechnic Institute, Troy, NY  
**NYS Notary Public**