

Ramona Lena

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EDUCATION

Binghamton University, State University of New York

Expected May 2027

Master of Public Administration

State University of New York at New Paltz

May 2011

Bachelor of Arts in Art History

Outstanding Graduate

Graduated Cum Laude with Cumulative GPA: 3.9

LICENSES & CERTIFICATIONS

Certified - 200 Hour Yoga Teacher

2024

Certified Group Fitness – American Council on Exercise

2023

Certified CPR AED – American Heart Association

2023

Certified Adult Mental Health First Aid – National Council for Mental Wellbeing

2023

Certified How to Teach Yin Yoga – Yoga Farm

2021

Certified Financial Paraplanner Qualified Professional

2021

Securities Industry Exam

2020

PROFESSIONAL RESEARCH EXPERIENCE

Field Work for Paul Smart, Hudson Valley Journalist - research, gathering information, contacts and database production of two thousand Hudson Valley artists in preparation for book project.

2010

PUBLICATIONS

Reading Objects – book essay – SUNY New Paltz Publications

2011

Visionaire 41 World – photograph -limited edition art publication sponsored by GAP

2003

PROFESSIONAL EXPERIENCE

Binghamton University

Binghamton, NY

Staff Assistant to the Director of Operations Facilities Management

May 2023 - Present

- Created and maintain Onboarding process
- Designed Qualtrics accessibility reporting system
- Created and maintain procedure manual for position
- Calendar management
- Meeting scribe
- Compliance training officer
- Parts procurement
- Reports processing and preparation
- Purchase requisitions
- Travel authorization and reimbursement
- Maximo labor data entry and work order processing
- Dept. of Health reporting

Lesko Financial Services, Inc

Vestal, NY

Financial Advisor Assistant & Social Media Coordinator

January 2019 – May 2023

- Created and maintained monthly Positively Lesko employee newsletter
- Designed office procedure manual
- Training new employees
- Client communication

- Employee event coordination
- Financial reports
- Financial transactions
- Account maintenance
- Calendar management
- Facebook for business
- LinkedIn for business
- Digital scanning of paper document files
- Database use, management and cleanup – Wealhscape, DST Vision, TD Ameritrade, Morningstar, Panoramix, Pinpoint, Marketing Pro, Constant Contact, MoneyGuide Pro, Broadridge, RedTail, Tolerisk, Riskalyze, Microsoft Office Suite

Amy L. Smith Financial Services
Financial Advisor Assistant & Social Media Coordin

Johnson City, NY
June 2016 – January 2019

- Office point of contact
- Created office procedure manual
- Eliminated the need for second assistant
- Website management
- Weekly client newsletter content development
- All tasks listed in Lesko experience
- Database use, management and cleanup - WealthScape, Black Diamond, DST Vision, Morningstar, E-Money, Envestnet, E-File Cabinet, Marketing Pro, FMG Suite, Pitney Bowes online, LTM Marketing, Access, Microsoft Office Suite

Lourdes Hospital
Archivist

Binghamton, NY
May 2015 – June 2016

- Management of hospital historical collection
- Acquisition and organization of collection
- Preservation procedures
- Collaboration with volunteers
- Collection use requests
- Creation of historical display
- Access database for accession tracking
- Archives policy and procedure reviewing and updating

Vestal Museum
Director

Vestal, NY
August 2014 – June 2016

- Grant research, writing, and reporting – increased grants received by 400%
- Budget management
- Marketing through social media, website, television and local area flyers
- Exhibit design, procurement and set up
- Event design and implementation
- Community liaison and collaboration
- Volunteer management
- Internship management
- Donation solicitation
- Website management
- Maintain archives and collection
- Review and update procedure polices
- Procurement of Small Museum Organizer Pro software and implementation of new collection management system

VOLUNTEER EXPERIENCE

Yoga Teacher - Vestal Library	Vestal, NY 2022- present (paid as of 2-2024)
Usher - Anderson Center Binghamton University	Binghamton, NY 2023-present
Yoga Teacher - Salt Springs State Park, PA & Waterman Conservation Center	Apalachin, NY 2021-2023
Religious education and community meals - Our Lady of Sorrows	Vestal, NY 2016-2020
Grant Writer -Memory Maker Project	Binghamton, NY 2015-2017
Secretary/Grant Writer – Vestal Historical Society	Vestal, NY 2013-2016
Program Dev. /Leader - Elting Memorial Library	New Paltz, NY 2009-2011
Co-Chair - Health Advisory Committee of New Paltz School District	New Paltz, NY 2009-2011
Atlanta Fulton Public Library System – Outstanding Service Award	Atlanta, GA 2009
Fundraising/Program Dev.- Craftsbury Public Library	Craftsbury, VT 2002-2005

BINGHAMTON UNIVERSITY TRAINING COURSES

HR 101 & Forms – zoom – 6/7/2023	HR Bootcamp: Professional Appointments – zoom - 10/3/2023
Excel Basics – zoom – 6/13/2023	Excel Formulas & Functions - zoom - 10/10/2023
Google Forms – zoom – 6/29/2023	HR Bootcamp Classified Appointments - zoom - 10/11/2023
B-Engaged – zoom – 7/10/2023	Binghamton Tradition - in person - 11/1/2023
Travel 101 – zoom – 7/12/2023	Respectful Communication in the Workplace - zoom - 11/8/2023
Active Ally – in person – 7/18/2023	Panopto Basics Training - zoom - 12/6/2023
PRE-Travel Employee Guidelines – Part 1 – zoom – 7/19/2023	Internet Native Banner 9 Basics - zoom - 12/7/2023
Search Committee – zoom – 7/21/2023	Super. Train. Part II: Reasonable Accommodations in the Search Process - zoom - 12/12/2023
Mail Merge in Word – in person – 7/25/2023	Travel Card Training - zoom - 12/12/2023
Google Sheets & Excel – in person – 7/25/2023	Active Ally Level II - in person - 12/15/2023
Power Point & Google Slides – in person 7/27/2023	BU Cert Program Word - Level 1 - in person - 1/22/24 to 1/26/24
Canva – in person – 7/27/2023	8 Dimensions of Wellness Training for Healthy Campus Agents - in person - 2/2/2024
Charts & Formulas in Excel – in person – 8/3/2023	
Working with Charts in Excel – zoom – 8/8/2023	
Qualtrics – zoom – 9/6/2023	
Be-Engaged – zoom – 9/26/2023	
Leadership Development Program – In person and online – September/October 2023	

PARTICIPATION

Narcan Training	2024
Brewing Love – self designed and directed local singles event	2024
HD Vest Connect – Wealth Management Conference	2018
Creative Capital Professional Development Program Grantee	2017
Museum Association of NY Core to Communities Conference	2016
MANY Museums Mean Business Conference	2015
Foundation Fundraising Workshop	2011
Vermont Humanities The Power of Humanities: Why They Matter Conference	2011
US Society for Education Through Arts/The International Society for Education Through Arts How the Arts Serve Economically Impoverished Communities Conference	2010
Local Art Exhibitions – Various Venues	2017-2023