**Lora Davis**

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| Oak Ridge National LaboratoryPO Box 2008, MS 6308Oak Ridge, TN 37831 |  | davislb@ornl.gov865-574-5845301-741-3336 |

**CAREER HIGHLIGHTS**

* Planned and executed 2 day workshop at the Manufacturing Demonstration Facility for Hydropower, August 2022
* Awarded Administrative Assistant of the Year for Biosciences, February 2021
* Produced intranet site for Bioscience Division and the Biological and Environmental Systems Science Directorate
* Praised by leadership for organizing and scheduling the Reimagine ORNL interviews for Biosciences Division
* On-boarded 7 administrative assistants
* Organized half day symposium in honor of Liane B. Russell, December 2019
* Coordinated a 3-day National Science Foundation workshop held in Alexandria, Virginia, in February 2018
* Presented to a group of scientists how to use Dropbox paper

**WORK EXPERIENCE**

**Oak Ridge National Laboratory: Oak Ridge, TN**

**(**March 2022- present) Environmental Research Project Management and Planning Specialist

* Manage ORNL’s input into the EERE SharePoint site for the Annual Operating Plans
* Assist principal investigators with project planning need including but not limited to budgeting and scheduling
* Serve as the Technical Project Officer for service subcontracts
* Interact with theme leads and Principal Investigators on a regular basis
* Generate monthly financial reports for all Water Power projects
* Create Power BI financial tool for PI’s
* Review and approve Work Authorization Reviews

**Oak Ridge National Laboratory: Oak Ridge, TN**

(February 2019-February 2022) Senior Administrative Assistant

* Assist group administrative assistants
* Established due dates and requirements for proposals
* Set up training and learning opportunities for administrative assistants
* Manage Division Director calendar
* Handle all signature items for the division
* Coordinate proposals for Strategic Partners Proposals
* Organized workshops both at ORNL and offsite
* Created forms as the need arose for various tasks
* Mentored team of eight administrative assistants

**Oak Ridge National Laboratory: Oak Ridge, TN**

(March 2015-February 2019) Administrative Assistant

* Seek out opportunities to assist group members and new learning opportunities
* Prioritize tasks quickly and simultaneously complete multiple tasks
* Develop tracking system for publications, conference presentations, and other communications for group in order to comply with Resolution guidelines.
* Competent use of ORNL systems: SAP, PAS, Marketplace, PALS, Resolution, TravX, eProp, LRN, SBMS, EPM and UCAMS
* Create and manage budget spreadsheet of current projects for the Center for Molecular Biophysics and Terry Hazen using various SAP tools
* Format project proposals and reference letters assuring they meet UT-Battelle standards and have the appropriate signatures
* Arrange for UT post docs, interns, students, post-masters, subcontractors, to come work at lab by completing their Education Appointment Requests (as needed), entering them into PAS, setting up UCAMS accounts, and arranging their required training.
* Complete PAS entries for US citizens and foreign national
* Establish working relationships with other ORNL employees and external customers
* Complete procurements for UT Postdoctoral researchers, UT graduate students, basic supplies, equipment orders, and service orders
* Schedule conferences, phone conference, meetings, and visitors including setting up conference rooms and managing meetings
* Arrange domestic and foreign travel and complete expense reports for group leader and group members using TravX.
* Organize calendar and email for the Manufacturing Systems Research Group leader by assuring only one meeting occurs at one time and important emails are tagged for follow-up
* Manage multiple calendars for the Manufacturing demonstration facility including the tour calendar and smart sheet by assuring all visitors, travel, and tours are up to date
* Communicate with visitors and customers in order to arrange tours, complete agendas, create badges, and communicate with Advanced Manufacturing office
* Assist principal investigators with non-disclosure agreements by working with company contacts and the technology transfer office
* Assist lead administrative assistant at the Manufacturing Demonstration Facility with everyday tasks in order for building operation to run smoothly
* Answer phones professionally and cover phones for other administrative assistants including the division office

**Buonassissi, Henning, and Lash, P.C.: Reston, VA**

(March 2012 to September 2014) Legal Assistant

* Communicated and followed up with clients on an everyday basis
* Balanced over 100 case files at any given time
* Audited financial records
* Prepared legal documents for client execution
* Created new documents to send to courts and clients
* Filed order to dockets and various other documents with the courts
* Communicated and followed up with clients on an everyday basis
* Trained new employees on the office and court procedures

**Fred Lynn Middle School: Woodbridge, VA**

(August 2010 –June 2012) Teacher

* Evaluated students on daily basis and determined potential of each individual I taught.
* Managed three to six classes a day with students of mixed abilities including students with learning disabilities and English Language Learners.
* Coordinated two different grade levels in the same classroom simultaneously.
* Screened, placed, and designed curricula for individual students based on testing.
* Incorporated learning strategies while designing curricula with co-workers on a weekly basis.
* Interacted with parents and students to resolve conflicts, offer support, motivate students, handle complaints, and trouble shoot.
* Tutored students in an after school program.

**Holy Family Catholic School: Dale City, VA**

(August 2009 - June 2010) Teacher

* Created visual aids and incorporated various learning strategies into lessons on a daily basis.
* Supported and motivated students to do their best at all times.
* Communicated and explained Math and Science to middle school students according the Diocese of Arlington curriculum.
* Adapted assessments and activities to accommodate student with speical needs.
* Communicated with parents to trouble shoot about child’s grades and behaviors.
* Established rapport with students in an after school math support program.

**EDUCATION**

Bachelors of Science in Mathematics (May 2008)

Bachelors of Science in Secondary Educations – Mathematics (May 2008)

University of Maryland College Park | College Park, MD

Bachelors of Art in Psychology (May 2003)

St. Mary's College of Maryland | St. Mary's City, MD

**SKILLS**

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| MS Office 2007,2010, and 2013 | Advanced |
| IE/Firefox/Chrome | Intermediate |
| Adobe Acrobat | Intermediate |
| Computer languages: basic HTML and JavaScript | Beginner |

**PROFESSIONAL DEVELOPMENT COURSES**

The 7 Habits of Highly Effective People September 2021

LinkedIn Learning Courses – 777 minutes April-August 2021

10 Soft Skills You Need September 2020

Microsoft Word for Office 365 (Desktop or Online) - Part 3 August 2020

Conflict Resolution August 2020

OneNote 2016 July 2020

Microsoft Word for Office 365 - Part 2 July 2020

Microsoft Outlook for Office 365 - Part 2 June 2020

Grammar Essentials June 2020

SharePoint - Site Owner with Microsoft Forms and Flow (Modern Experience) May 2020

Microsoft Teams May 2020

Effective Meetings November 2019

Project Management Essentials December 2017

Formatting Technical Documents Using Word 2016 February 2017

Project Management Fundamentals July 2016

Mastering Work Flow- Getting Things Done August 2015