

Mary Laurence Lelina-Ford

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Dedicated professional with experience working with a diverse population for more than 20 years, the ability to adapt to any environment, and proven leadership skills. Looking to switch career from Human Resources to Cybersecurity.

Currently pursuing a BS in Cybersecurity.

Education and Certifications

- Old Dominion University- anticipated graduation May 2025
Bachelors in Science - Cybersecurity
- National Academy of Sports Medicine
Certification in Personal Trainer
- AED/CPR Certified via the American Heart Association
- University of Phoenix
Masters in Management Business Administration
- Temple University
Bachelor in Arts & Science – Sociology – Research and Data Analysis
- Community College of Philadelphia
Associate in Arts & Sciences in Cultural Science and Technology

Work Experiences

MDT, LLC (DMT Incorporation) McDonald's – Richmond, Virginia

Human Resources and Office Manager

May 2019 - Present

- Perform general administrative duties.
- Process the onboarding of new hires.
- Maintain personnel files of both active and inactive employees.
- Process and maintain employee benefits.
- Create and publish company monthly newsletters.
- Process and maintain payroll records.
- Process and maintain company payables.
- Serves as a customer service representative.

Kenner Army Health Clinic - Fort Lee, Virginia

Medical Support Assistant

October 2017 - August 2018

- Served as a referral tracking assistant to the Managed Care Division of Kenner Army Health Clinic
- Performed general administrative support for the Managed Care Division of the clinic.
- Managed referral process by reviewing and deferring to network civilian providers.
- Maintained patient medical records such as consults or results of the referral.
- Front desk and first-class customer service provider.

The Paradies Shops – PHL Airport Philadelphia, PA

Human Resources Assistant/Specialist

April 2008-July 2014

- Supported and assisted the Human Resources Manager in achieving all Human Resources goals.
- Performed general administrative duties.
- Scheduled and organized activities such as meetings, events, and conferences.
- Processed background checks for new hires.
- Assisted in new hire orientation and training process.
- Maintained personnel files and employee time and attendance records for both union and non-union employees.
- Assisted in employee benefit enrollment for sixty-plus employees.
- Created schedule and approved paid time off for twenty-six employees for eight shops.

- Processed payroll and overtime reports for a hundred thirty employees.
- Maintained relationship with the Department of Aviation and Marketplace.
- Acted as floor supervisor/Team Leader, Sales Associate, and bookkeeper when needed.

AMA Talent Agency - Jenkintown, PA

Artist

October 2012 – Present

- Work as a print model for a medical company.
- Act in a health insurance local television commercial.
- Work as a commercial model for nonlocal television commercials.

Geneva Worldwide, Pennsylvania – New York

Freelance Tagalog Interpreter

October 2012 – July 2014

- Translated Tagalog (Philippine dialect) language to English.
- Assisted a client in a courtroom in interpreting legal matters such as Workers' Compensation.
- Travelled throughout Pennsylvania and New York local Worker's Compensation courts to interpret.

The Paradies Shops – PHL Airport Philadelphia, PA

Team Leader

May 2007 – April 2008

- Audited and handled financial transactions.
- Supervised multiple sales floors in multiple terminals.
- Maintained visual image of the shops by ordering, merchandising, and stocking.
- First Class customer service

Language, Program and Computer Skills

- Able to understand Spanish, basic French and communicate fluently in Tagalog.
- Fluent in Proliant, QsrSoft, Whitelist, timekeeping Empower WFM, Ultipro Time and Attendance, ADP Portal and ADP Vantage.
- Fluent in Data Processing, World Wide Web, web design and Microsoft Suites.
- Able to type at least 40 words per minute.
- Fluent in Windows and Linux Operating System.
- Familiar with General Social Survey Program, SPSS, C++, Quick Basic and Python.
- Fluent in electronic medical programs/systems such as Composite Health Care System (CHCS), Armed Forces .Health Longitudinal Technology Application (AHLTA) and ZIMBRA (AMEDD LabUSA).

Volunteer

- Coach softball and Brazilian Jiu-Jitsu.
- Volunteers in a Catholic church.
- Army Community Services Volunteer with Yarn Brigade.
- Volunteered for MS Society in MS Zumbathon, MS Mud Run and MS Muck Fest.
- Volunteered for Philadelphia Habitat for Humanity.
- Volunteered and raised money for Ronald McDonald House Annual Plane Pull.
- Hosted a fundraising for a child with cancer.
- Volunteered at soup kitchens in New York City to feed the homeless and less fortunate of the city.
- Volunteered at Haven for Hope in San Antonio, Texas feeding the less fortunate of the city.
- Volunteered at Adoptaussoldier.org adopting a soldier currently deployed by sending them care packages.

References

