

# Cheryl Fischer

[cherylfischer.co](http://cherylfischer.co) • [linkedin.com/in/cheryl-fischer1/](https://www.linkedin.com/in/cheryl-fischer1/) • [cheryl11953@gmail.com](mailto:cheryl11953@gmail.com)

Administrative and operations support professional with experience in front desk operations, cross-functional coordination, scheduling, and organizational support within fast-paced hospitality and higher education environments. Recognized for leadership, communication, and operational reliability.

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## Skills

Administrative Support • Operations Coordination • Office Administration • Scheduling • Microsoft Office Suite • Google Workspace • Communication • Organization • Data Entry • Cross-Functional Collaboration

## Experience

2022 - 2024

### **Glen Falls House, Round Top NY - Front Desk Associate**

- Served as a key operational resource within a high-volume resort environment, supporting front desk operations, guest relations, reservations, event coordination, and cross-department communication in a fast-paced hospitality setting.
- Developed centralized operational documentation and streamlined workflows between departments, improving communication and day-to-day operational efficiency across the property.
- Optimized reservation and front desk workflows within the ResKey system while supporting high-volume guest coordination and daily operations.

2017 - 2018

### **Suffolk County Community College, Selden NY - Student Center Employee**

- Recognized with the Mary O'Malley Student of the Year Award across three campuses for leadership, initiative, and contributions to student life and campus operations.
- Served as a trusted student leader within the Babylon Student Center, supporting front desk operations, student services, administrative coordination, incident reporting, and daily facility oversight in a high-traffic campus environment.
- Collaborated directly with senior administration, including the Vice President of the college, to advocate for campus safety improvements and student wellbeing initiatives that enhanced the overall student experience.

## Education

2018 - 2020

### **SUNY New Paltz, New Paltz NY - B.A., Psychology, Cum Laude**