

# CHEYENNE D. RATTRAY

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## EDUCATION

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**Florida Atlantic University**  
Bachelor of Science in Neuroscience & Behavior

Boca Raton, FL  
August 2017 - August 2020

## EXPERIENCE

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**SEACOR Holdings, Inc**  
*Receptionist / IT Billing Admin Assistant*

Fort Lauderdale, FL  
August 2022 - Present

- Prepared and processed vendor invoices
- Sent billing adjustments
- Created purchase orders for communication services
- Answered and forwarded calls
- Screened phone calls
- Assisted IT department with data entry in NS5 database

**DiaMLife, Inc.**  
*Community Analyst / Intern Manager*

Remote  
October 2021 - June 2022

- Created Asana Work Boards & Communication channels for Development Team & Interns
- Identified behavioral markers and triggers for people with diabetes
- Developed and maintained community policies and guidelines
- Developed materials for interns such as handbooks, policies, guidelines, etc
- Organized hiring process for interns via hiring platform Handshake
- Conducted initial screening interviews with potential interns
- Organized intern schedules, meetings, and project presentations

**Omega Center for Autism**  
*Registered Behavior Technician*

Lauderhill, FL  
October 2021 - February 2022

- Collected reduction behavior data throughout session
- Implemented reduction interventions correctly
- Debriefed caregivers on session and follow through with any parent training procedures
- Graphed data in the portal using Central Reach
- Completed daily progress reports on each client
- Completed authorized therapy hours per client
- Used correct schedule of reinforcement across programs

**Language and Culture Program for the Spanish Ministry of Education and Vocational Training**  
IES EL Palmeral, Spain

*English Language Assistant*

October 2020 - June 2021

- Taught lessons in English to improve students' comprehension of the language
- Planned lessons for 60-minute classes in English according to the students' level
- Managed students from ages 11-18
- Worked alongside teachers for each subject to determine best method for teaching novices
- Administered lessons that will provide students with a heightened learning experience
- Exposed Spanish student to North American cultures, social practices, and politics

## SKILLS

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Language:      Fluent in English  
Computer:      NS5 ERP System, Microsoft Office, Oracle 12i, SharePoint, Central Reach  
Social Media:   Proficient Facebook, TikTok, Instagram, Tumblr, and Twitter

## HONORS & AWARDS

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**International Baccalaureate Recipient**

Rank 21 out of 648 = Top 3% in class

Miramar High School

June 2017

**Debate Award Competitor**

Competed on the debate team from August 2013 - June 2017

Miramar High School

June 2017

**Registered Behavior Technician**

Paraprofessional certification in Behavior Analysis

Behavior Analyst Certification Board

August 2022

## VOLUNTEER EXPERIENCE

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**Museum of Discovery and Science** *Administration & Customer Care Services*

Assisted guest with exhibits, Crowd management, Held instructional seminars