CASSANDRA DEBOLT ARNETT

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EXECUTIVE SUPPORT ● OFFICE MANAGEMENT ● OPERATIONS

PROFESSIONAL SUMMARY

Administrative and executive operations professional with 15+ years of experience in federal contracting, financial services, state government, law enforcement, education, and small business. Skilled in executive support, procurement, financial administration, confidential records, staff training and supervision, operational coordination, and developing standard operating procedures from the ground up.

CORE SKILLS

Executive Support • Office & Program Administration • Procurement & Requisitions • Budget Tracking • Accounts Receivable • Staff Training & Supervision • SOP Development • Confidential Records • Digital Evidence & Chain of Custody • Access Control • Event Coordination • Vendor Relations

PROFESSIONAL EXPERIENCE

Amentum | Access Control Specialist (Federal Contract) | Jan 2026–Present

- Verify credentials, produce badges, and maintain access records at a federal construction site serving approximately 1,500 contractors.
- Created new site-level SOPs where none existed, revised ineffective procedures, and trained staff on site workflows.
- Coordinate secure access, incident documentation, and communication among contractors, security personnel, and site leadership.

Carbon Valley Academy | Principal's Secretary & Health Clerk | Jul 2025–Jan 2026

- Supported the principal, approximately 32 staff, and 240 students through scheduling, front-office coordination, communications, and confidential records administration.
- Maintained and updated student contact, emergency contact, and authorized pickup information in Infinite Campus; updated confidential student health tracking information.
- Handled purchasing, cash/check records, deposits, and school event support; assisted in the clinic with access to secured student medications as an authorized staff member.
- Received student-record requests and routed them to authorized personnel for release.

Bank of America | Executive Assistant & Employee Experience Lead (Contract) | Oct 2024–May 2025

- Supported two Senior Vice Presidents with calendars, executive meetings, travel, expenses, and confidential communications.
- Coordinated international conferences for 40+ participants and employee engagement events for up to 200 people.
- Managed travel and expense logistics using Concur and American Express Global Business Travel; supported onboarding and recognition initiatives.

Fort Lupton Police Department | Community Services Officer | Mar 2024–Jul 2024

- Supported municipal law enforcement operations, public-facing service, report intake, case follow-up, and municipal court processes.
- Handled and submitted physical evidence to the Property and Evidence Technician, following chain-of-custody procedures.
- Maintained accurate departmental records and confidential documentation.

Colorado State Patrol | Program Assistant / Office Manager | Nov 2022–Mar 2024

- Supported a Captain and 30+ Troopers across two counties with scheduling, procurement, office management, and confidential correspondence.
- Prepared 50+ digital evidence case-file submissions monthly for District Attorney offices; handled police report requests and collected applicable records fees.
- Filed felony case documents, notarized warrant applications, and conducted authorized criminal-history checks for personnel and ride-along applicants.
- Coordinated vendors, facilities, financial records, and procedural documentation; promoted from the Colorado Department of Corrections.

Colorado Department of Corrections | Administrative Assistant III | Jan 2020–Oct 2022

- Coordinated procurement and administrative operations supporting three correctional facilities and more than 25 operating accounts with expenditures exceeding $500,000.
- Identified purchasing needs, selected supplies, prepared requisitions for Captain and Warden approval, and completed purchases after authorization.
- Created SOPs from scratch where none existed and trained employees on administrative workflows, including virtual court procedures.
- Supervised 5–15 incarcerated workers, assigning tasks and monitoring completion of daily work.
- Conducted NCIC and CCIC checks on visitors seeking entry to the correctional compound; maintained confidential security documentation.

Jani-King of Colorado | Office Administrator | Jan 2019–Jan 2020

- Supported approximately 100 franchise owners and 500+ client accounts with invoicing, receivables, service coordination, and customer communications.
- Used proprietary accounting software to issue invoices and credits, apply payments, manage checks, and manually process credit card transactions.
- Followed up on overdue balances, addressed billing discrepancies, coordinated service issues, and distributed prepared payroll checks.

Independent Administrative Contractor | Administrative Support | Aug 2014–Jan 2019

- Provided bookkeeping, scheduling, vendor coordination, invoicing, document management, and office support for small-business operations.

CACI | Executive Office Administrator III | Apr 2011–Aug 2014

- Supported six senior leaders (Chief, Deputy Chief, and four Division Chiefs) and their teams of analysts and engineers in a classified federal environment.
- Coordinated executive calendars, travel, meetings, onboarding/offboarding, personnel documentation, organizational charts, and tracking tools.
- Filled temporary medical-leave staffing vacancies in the Retirement Office (front-desk and visitor assistance) and then Recruitment Office (interview packets, applicant escort, meeting preparation, and minutes).

Sensa Solutions | Training Administrator / Business Assistant / Receptionist | Jun 2010–Apr 2011

- Provided administrative and reception support to the Provost and Deputy Provost in a specialized federal training environment.
- Coordinated training courses, prepared student materials, managed student check-in and identification badges, and collected course and instructor evaluations.

USIS | Security Monitor / Protection Specialist / Access Control | Earlier Experience (dates to verify)

- Provided physical security and access control at federal construction sites and secured government facilities.
- Escorted and monitored construction personnel in restricted areas; verified credentials and access authorization.
- Maintained access logs and daily activity reports and documented security incidents in accordance with established protocols.

EDUCATION & PROFESSIONAL DEVELOPMENT

Strayer University — Associate degree, Business Administration (Human Resources)
Thomas Edison State University — Bachelor's degree coursework/planning (degree not completed)
OpenLearn — Human Resource Management and EDI (2026, non-credit statement of participation)
LinkedIn Learning — Human Resources coursework; Anthropic Academy — AI coursework

TECHNOLOGY & CREDENTIALS

Microsoft Word, Excel, Outlook, PowerPoint, Teams • Concur • American Express Global Business Travel • Zoom • Records Management • Colorado Notary Public • Previously held NCIC/CCIC certification • Former TS/SCI clearance (inactive)