Preslie Laney

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PROFESSIONAL SUMMARY

Organizational Development professional with experience enhancing employee engagement, leadership development, and onboarding programs. Skilled in coordinating large-scale training initiatives, optimizing Learning Management Systems, and using data-driven insights to strengthen organizational culture and performance. Known for strategic collaboration, excellent communication, and a proactive approach to improving workplace effectiveness. Experienced in managing purchase orders, vendor relations, and financial documentation with accuracy and efficiency. Highly proficient in Microsoft Office and committed to maintaining professionalism, compliance, and continuous improvement across all processes.

CORE COMPETENCIES

Organizational Development & Effectiveness | Employee Engagement & Retention | Learning Management Systems (Relias) | Leadership & Professional Development | Change Management | Data Analysis & Reporting | Onboarding & Orientation | Talent & Performance Management Support | Project & Event Coordination | Cross-Department Collaboration | Microsoft Office Suite | Adobe

EXPERIENCE

Columbia Valley Community Health – Wenatchee, WA
Organizational Development Coordinator | *May 2025 – Present*

- Maintain accurate documentation and records for training and organizational programs.
- Coordinate logistics and materials for leadership and employee initiatives, ensuring timely completion of deliverables.
- Manage LMS (Relias) operations - course creation, enrollment, compliance tracking, and technical support.
- Collect and analyze engagement and training data to identify trends and recommend improvements.

- Develop communication materials and learning resources supporting culture and change initiatives.
- Partner with HR and department leaders to align training and development programs with strategic priorities.
- Plan and coordinate leadership retreats, workshops, and engagement events.
- Support administrative and procurement needs, maintaining compliance and data accuracy.

Teaching Program Coordinator II | *Jan 2024 – May 2025*

- Oversaw clinical academic programs, ensuring compliance with accreditation and institutional requirements.
- Processed and tracked documentation, invoices, and training records to meet compliance standards.
- Supported provider onboarding and credentialing through scheduling, materials management, and data entry.
- Collaborated with HR, Finance, and departmental leaders to ensure smooth program operations.
- Partnered with preceptors and supervisors to coordinate learning schedules and ensure program continuity.
- Developed customized onboarding plans for new providers, enhancing integration and retention.

Operations Administrative Assistant | *Jul 2022 – Jan 2024*

- Provided administrative support to three executives, including calendar, travel, and meeting management.
- Supported purchasing and vendor relations, coordinating supply orders and managing purchase documentation.
- Reconciled invoices, tracked expenses, and ensured financial documentation accuracy.
- Assisted with contract tracking, vendor communications, and procurement functions.
- Prepared reports, correspondence, and meeting materials with attention to detail and confidentiality.
- Coordinated cross-departmental communication and follow-up on key projects.

Cascade Autocenter – Wenatchee, WA Receptionist |
Nov 2021 – Jul 2022

- Delivered front-line administrative support for phone and in-person inquiries.
- Assisted with vendor coordination, document processing, and compliance tracking.
- Supported payroll functions, including timekeeping and data entry for dealership and restaurant staff.

EDUCATION

Wenatchee Valley College, Wenatchee - *Associate's Degree* | *August 2025*

Western Governors University, Utah - *Bachelor's Degree | September 2026 – Present*

CERTIFICATIONS

BLS Instructor; American Heart Association - Expires March 2028

ADDITIONAL SKILLS

- Strong organizational, communication, and problem-solving abilities.
- Skilled at managing multiple priorities with efficiency and accuracy.
- Dependable, adaptable, and focused on delivering quality results in collaborative environments.