

ALYSSA DAROSA

COHC

Office Administrator

PROFESSIONAL BIO



PROFESSIONAL OVERVIEW

As Office Administrator with United Safety Professionals, Alyssa is a dedicated administrative professional recognized for her dependability, organizational skills, and commitment to operational excellence. She plays an important role in managing training documentation, processing administrative records, and supporting the day-to-day coordination of the organization's safety consulting, training, and occupational health services.

Alyssa works closely with instructors, consultants, clients, and internal staff to coordinate schedules, prepare course materials, maintain accurate records, and support efficient service delivery. Her attention to detail and ability to manage multiple priorities help ensure that training, compliance, and administrative processes remain organized and responsive to client and operational requirements.

Known for her professionalism, adaptability, and solutions-oriented approach, Alyssa supports both client-facing and internal administrative functions through clear communication and consistent follow-through. Her initiative and organizational discipline contribute to the efficient operation of United Safety Professionals and provide essential administrative support to the organization's professional service teams.

AREAS OF EXPERTISE

- Training administration
- Operational coordination
- Documentation
- Client service
- Scheduling
- Compliance support

UNITED SAFETY

Phone
1 877-399-1698

Web
unitedsafetypro.com

PROFESSIONAL FOCUS

Alyssa DaRosa brings practical experience to organizations that need clear, reliable support across these core areas:

- Training administration
- Operational coordination
- Documentation
- Client service
- Scheduling
- Compliance support

CERTIFICATIONS

- Certified Occupational Hearing Conservationist (COHC)
- Certified Spirometry Technician
- Certified Professional Collector Oral (CPC-O)
- Certified Professional Collector Urine (CPC-U)
- Certified Vision Screener
- First Aid/CPR/AED Instructor

EDUCATION

BA Johnston & Wales University -
2012-2015