



Leana Orsini

Data Entry Specialist

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Leana Orsini joined Jackson Cross Partners in September 2015 and is a data entry specialist. She supports the Advisory Services Group with processing incoming work requests, uploading documents to client specific databases, creating weekly and monthly reports through excel, and handling daily manual data entry.

Prior to Jackson Cross, Leana worked at the Valley Forge Casino Resort as a coordinator for the Table Games Department. Her work at Valley Forge included completing payroll for 300 employees, data entry, creating weekly reports, and completing administrative tasks as needed.

In 2018, Leana graduated from West Chester University of Pennsylvania with a Master's Degree in Public Administration focusing on Human Resources Management. She also received a B.A. in Communication Studies from West Chester University in 2014.