



Leana Orsini

Data Entry Specialist

Phone: 610.265.7700 x136

Fax: 610.265.7370

lorisini@jacksoncross.com

Leana Orsini joined Jackson Cross Partners in September 2015 as 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.

Leana graduated cum laude from West Chester University in 2014 with her B.A. in Communication Studies. Leana is earning a Master's of Public Administration with a focus in Human Resources Management at West Chester University in December, 2018.