

ALYSA MORALES

Henderson, NV 89074

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(928)710-3065

Willing to relocate: Anywhere

Authorized to work in the US for any employer



WORK EXPERIENCE

HR Admin / Executive assistant

LA Epic Club Crawls - Las Vegas, NV

April 2019 to Present

Executive assistant- answering phones, emails and chats, marketing with Facebook and Instagram, handling paperwork for employees, contacting venues, data research.

HR - main recruiter for hiring new host, office and sales team. Inputting all new employees information and running background checks through ADP database and constant use of excel spreadsheets. Dealt with confidential employee information such as termination / resignation letters , DETER , W-4 forms.

Office Manager

3|Sixty Secure - Las Vegas, NV

April 2019 to July 2019

processed payroll for all employees, created all schedules for employees weekly , processed invoices and billing needed, managed office independently, ordered supplies and uniforms.

HR Generalist

Ace Hardware Retail Support Center - Prescott Valley, AZ

June 2018 to December 2018

Responsible for AP & AR Invoices/ checks, Booking Travel flights/ shuttles, Handling employee pay, Corporate reports, answering phones, faxes, using Microsoft office/ excel/ outlook etc., Social media job displaying, Event Coordinator, Handling I-9 Docs and other important new hire paperwork including (benefits, employee relations), set up meetings and schedules.

HR Assistant I

Yavapai College Human Resources - Prescott, AZ

September 2017 to June 2018

Responsible for answering phones, faxes, using Microsoft office, Social media job displaying, Event Coordinator, Handling I-9 Docs and other important new hire paperwork including (benefits, employee relations), Used Neogov and 25live, set up meetings and schedules.

Sales, Customer service

Fusion of Movement - Prescott Valley, AZ

March 2017 to September 2017

Responsible for answering phones, setting up new accounts, taking payments, watching and taking care of kid's ages newborn to 14 years old, Cleaning, Opening and closing, Worked Events - Host / Server, used Office equipment.



EDUCATION

Associates degree

Yavapai College

May 2018

High School Diploma

Primavera Online High School

2013 to 2014



SKILLS

- **Customer Service (6 years)**
- **Microsoft Office (4 years)**
- **human resources**
- **Office Management**
- **Personal Assistant Experience**