




ALICIA VELASQUEZ

ON-SITE MANAGER

CONTACT

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 3403 E Windhover Cir Eagle Mountain, UT 84005

EDUCATION

HIGH SCHOOL DIPLOMA

Granger High School

2010 - 2013

A.S. PSYCHOLOGY

Salt Lake Community College

2014 - 2017

SKILLS

Full Cycle Recruiting
Highly Organized
Detailed Orientated
Multitasking
Conflict Resolution
Active Problem Solving
Computer Literacy
Management
Strong Communication

SUMMARY

Results-driven professional with over six years of experience in the recruiting and staffing industry. Proven track record of efficiently managing and overseeing an average of 150 contingent workers, ensuring client satisfaction and maintaining successful client relationships. A versatile professional with expertise in full-cycle recruiting, staff and contingent worker management, customer service, HR, payroll, workplace safety, and compliance.

EXPERIENCE

ON-SITE MANAGER

Your Employment Solutions

2017 - Present

- Coaching and Support: Provide guidance and support to staff, fostering a positive and promoting professional development.
- Operations Management: Oversee the day-to-day operations, ensuring smooth workflow and efficiency.
- Training and Development: Coordinate and conduct necessary trainings, including but limited to harassment prevention, safety protocols, injury response, and I-9 form processing.
- Customer and Employee Relations: Handle difficult situations with staff and customers effectively and professionally.
- Auditing and Reporting: Conduct regular audits and generate reports to ensure compliance with company policies and regulations.
- Workforce Management: Ensure job roles are filled promptly. Manage contingent workers, including maintaining a ready-to-deploy workforce.
- On-Site Metrics: Oversee on-site headcount, growth, and budget management.
- Customer Relationship Management: Handle customer onboarding, conduct customer visits, and maintain regular communication through weekly emails.

SHIFT SUPERVISOR

CVS

2014 - 2017

- Leading store staff.
- Ensuring store operations run smoothly.
- Handling customer inquiries and complaints.