

## HR SPECIALIST

### Summary

Energetic Administrative Assistant with 30+ years experience in high-level executive support roles. Organized and professional. Dedicated and focused, who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority. Adept at managing multiple projects with ease using expert time management methods.

### Highlights

- Administration/  
• Accounting/HR.  
• Administration / Office support  
Purchasing, Inventory (PO/PR)  
• Accounting/HR: Payroll - Billing -  
Collection Sales Management / Marketing  
/  
• Real Estate / Leasing  
• Commercial & Technical Translations  
Customer Service certified
- Strong organizational, verbal and written communication skills.
- Analytical problem solving skills; ability to manage priorities and work flow.
- Independent (self-learner).
- Creative, dedicated, flexible, reliable, detail oriented, and innovative team player.
- Proficient in Microsoft Words, Excel, AS400, Outlook.

### Accomplishments

Developed and implemented a new procedure in accounting by creating a spreadsheet for open balances (collection) and follow through weekly.

Helped in the reduction of 30% in the cost of unpaid balances.

### Experience

#### HR Specialist

June 2014 to June 2014 Company Name - City , State

- Coordinated regular and temporary interviews for line management.
- Conducted reference check vetting on potential candidates.
- Interacted with potential employees, notifying them on application status and necessary information to complete application process.
- Assisted various departmental functions with payroll, employee relations and compensation files, filing confidential documents.

#### Leasing Agent

October 2012 to April 2014 Company Name - City , State

- Greeting future residents, answering all questions regarding leasing, presenting models,.
- taking applications, following up with guests' walk-in, filing, taking work-orders,.
- payments (rent and fees).

#### Administrative Assistant

September 2006 to October 2012 Company Name - City , State

- Supported multiple level management team members (Initiated, coordinated, and executed administrative support to Branch Managers).
- Assisted Engineers and Project Managers with proposals, technical reports, invoicing clients, and collections.
- Compiled information and created spreadsheets for supervisor review, development and implementation of department systems and procedures as needed.
- Managed supervisors' calendars and independently scheduled appointments.

- Maintained training program, training lists and reported on anticipated participation levels.
- Placed calls to confirm registrations for training programs or to remind participants of event details.
- Developed strategic and operational plan to improve the work flow by re-evaluating priorities, resulting in increasing efficiency to meet deadlines when sending out documents.
- Demonstrated a high level of professionalism in dealing with confidential information.
- Implemented a new procedure in accounting by creating a spreadsheet for open balances (collection) and follow through weekly.
- Helped in the reduction of 30% in the cost of unpaid balances.

French Speaking Executive Assistant

August 2005 to September 2006 Company Name - City , State

- Updated CEO calendar, coordinated meetings with French clients.
- Bookkeeping duties.
- Ability to maintain and process clients files.

Exhibitor Services Representative

August 2004 to August 2005 Company Name - City , State

- Assisted Exhibitors with orders (office and show sites), freight billing, coordinated.
- with foreman for the set up and striking of exhibitor booths.

Payroll Clerk

March 1999 to August 2004 Company Name - City , State

- Processed payroll weekly for 1500 employees (full time, part time, unions) using AS 400 payroll system.
- Demonstrated accuracy and fast pace to meet deadlines for payroll transmittals to Corporate.
- Audited hours and PTO information, processed new hiring, terminations, and all data changes to employee reports.
- W-2 and I-9 for new hires, performed various other payroll and bookkeeping functions.

Education

BA : Administration CommercialAdministration , 1982 University of Grenoble - City , France

Marketing

Commercial English

Accounting

Work History

Company Name

Languages

Fluent (speaking, reading, writing) in English (majored in commercial English), and French (native).

Skills

Office support:

Accounting, billing, bookkeeping, customer service, employee relations, filing, hiring, HR, Inventory, invoicing, Marketing, meetings, Excel, Outlook, Windows, Word, Payroll, PR, proposals, Purchasing, Real Estate, Sales Management, spreadsheets, supervisor, training programs, Translations, written communication