

Shawn Ramage
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Qualifications

Over fifteen years experience resulting in a sound working knowledge of human resources, administration and operations. I am highly organized with the ability to go the extra mile to accomplish a project. I excel at follow-through and being able to handle a large volume of multi-tasks.

Professional Experience

- ***Operations***
 - Served as liaison between department heads and personnel
 - Able to perform all aspect of running a front office with accuracy and efficiency
 - Managed business development operations between Regional Sales Managers
- ***Organization and Coordination***
 - Coordinating special events, seminars, workshops and travel arrangements
 - High level of proficiency in documentation
 - Tracking and maintaining inventory and marketing materials
 - Creative problem-solving
- ***Human Resources***
 - Recruiter and staffing support – Interviewing, performing background and reference checks, creating and maintaining employee files, and facilitating exit reviews.
 - As Employee Relations Manager was responsible for employee orientation creating new hire paperwork
 - Staff Scheduling
 - Created an entire new hiring practice manual that was implemented in every department.
 - Assistant to HR Manager assisting with benefits and payroll
 - Conflict resolution
- ***Customer Service***
 - Professional phone presence
 - Ability to handle grievances with diplomacy, tact and empathy.
 - Strong desire to make a customer happy.

Employment History

Manager	Tail Wag-Inn	June 2011 – Present
Resource Center Associate	All About Pets	May 2008 – July 2009
HR Assistant/ERM	Pacific Crest Technology	Oct. 2004 – April 2005
Administrative Office Manager	Schaefer Engineering	Feb. 2002 – April 2004
Operations Coordinator/Recruiter	Nexgenix, Inc.	1999 - 2001

Skills

PC, MAC, Internet, Social Media, Microsoft Office, Excel, IPhoto

Accomplishments

Vice-President of a non-profit (D.O.G.),
Leading member of my Home Owners Association

