

ANDREA SANCHEZ

6909 Holiday Ln. Corpus Christi, TX 78414 | 361-658-1569 | andrea.sancheztx@gmail.com

OBJECTIVE: To attain a position that would allow me to utilize my skills in human resources and web development.

EDUCATION:

2020 – Web Development Bootcamp – University of Texas Austin

2007 - Bachelor of Arts – Communications – University of Texas at San Antonio

2002 – Diploma – Foy H. Moody High School

*Bilingual in Spanish

Coding Skills:

Front-end and back-end coding skills with knowledge of:

- HTML
- CSS
- JavaScript
- J-Query
- JSON
- MySQL/MySQL Workbench
- GitHub/ Git Bash
- Visual Studio Editor
- Bootstrap
- Node Server

WORK EXPERIENCE:

Career Services Coordinator

10/17- current

Southern Careers Institute

Corpus Christi, TX

Arrange externships for all students in the Medical Assisting, Medical Coding, Pharmacy Tech, and Business Accounting programs. Conduct orientation and one on one interviews with each student in order to determine areas of interest. Prepare students for interviews by conducting mock interviews for a grade. Enter and approve time for student onsite program hours. Conduct evaluation of externship sites to determine suitability for student experience. Grade all coursework associated with Externship. Submit final grade to the Education Department for student program graduation. Instruct JOBS class for student career readiness, resume writing skills, and interview preparation. Community relations activities involve going out to meet with existing and new site supervisors at area businesses to maintain externship site client relations. Attend job fairs to develop new business. Help coordinate on-site job fairs and advisory boards.

Agent Success Coordinator

9/2016-10/2017

Keller Williams Realty

Corpus Christi, TX

Provide training and development to all agents. Train in-coming new agents by designing, implementing and teaching classes, new agent orientation, and doing one on one teaching sessions. On-board agents maintain social media (Facebook) and marketing efforts for recruitment of new and seasoned agents. Enter data into new agent tracker in order to keep up with attrition. Also, maintain training tracker to ensure all new agents are taking mandatory classes, as well as going through all one on one training sessions. Coordinate agent events, phone duty, as well as assist agents with technology resources. Answer multi-line phone, office equipment, and supply inventory.

Benefits Analyst

7/2014-7/2016

City of Corpus Christi

Corpus Christi, TX

Present benefits package and retirement information at new hire orientation on a weekly basis.

Explanation of benefits and requirements for coverage elections. Provide quality customer service to all

employees. Process all retirement applications, advise, and provide answers to inquiries concerning benefit elections. Administer changes, evidence of insurability, assess qualifying events, and process all changes during open enrollment. Run arrears and refunds for accounting to reconcile monies or reimburse for overpayment. Process applications for LTD, supplemental life insurance, and FSA. Position inclusive of data entry in PeopleSoft and INFOR - experienced in software navigation.

On Premise Recruiter II
Aerotek

07/2012-4/2014
San Antonio, TX

Recruit technical support agents for high volume call center. Source, interview and manage new hires as well as current contractors. Employee relations duties include coaching, counseling, corrective action, and termination. Administrative duties include testing, on boards, compliance, and data entry for reporting. Marketing duties inclusive of partnership with area schools, job fairs, and implementation of referral program. Second in command, managed team, and maintained client relations while manager was out. Relocated to Corpus Christi when company lost client.