

# Anthony Mejia

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## Overview

Seeking an opportunity to become part of a dynamic and energetic team which makes clients their priority. Diversified skill sets covering inter-personal, phone and digital communication skills. Additional skills include:

- Team player
  - Consistent
  - Fast Learner
  - Ability to organize and prioritize
  - Adaptable
  - Multi-tasker
  - Attentive to detail
  - Active Listener
  - Comfortable under pressure
  - Dependable
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## Employment

*Smartling*, New York, NY

Feb. 2015 – May 2015

### **Language Resources Intern**

- Ensured the timely and successful delivery of our solutions according to client needs and objectives.
- Operated as the lead point of contact for any and all matters specific to my assigned accounts.
- Supported active accounts through attending conference calls and presentations.
- Built and maintained strong, long-lasting relationships while working with clients to ensure effective on-boarding, user adoption, retention and overall success.
- Helped the department manager with hands-on management of daily activities for current accounts.
- Assisted in communicating clients' needs and feedback throughout the company

*Smartling*, New York, NY

Sep. 2014 – Feb. 2015

### **HR and Recruiting Intern**

- Assisted the HR Director in the preparation, collection, and organization of paperwork to properly onboard new employees.
- Coordinated interviews with hiring managers and prospective employees.
- Conducted interviews for interns.
- Created exit interviews for resigning employees.
- Used recruiting tools to create boolean searches for open positions.
- Hosted phone interviews for applied candidates.
- Built a Human Resources intranet for the use of all employees and hiring managers and maintained the database of available resources.

*Crohn's and Colitis Foundation of America*, New York, NY

May 2013 – Aug. 2013

### **Human Resources Administrative Intern**

- Provided administrative support such as scanning and filing employee information.
- Tracked all incoming new hire paperwork to ensure all documents are submitted in an accurate and timely fashion. Followed up with employees who are missing paperwork.
- Processed background checks for any potential candidates.
- Participated in our Social Committee and assist with the implementation of various office events.
- Researched information, gathered data, and prepared basic reports.
- Assisted with the initial recruitment process; job posting, resume and phone screening.
- Prepared new hire packets for new employees.
- Assisted Human Resource Manager in creating an internal internship recruitment guide for managers.

*BestBuy, New York, NY*

Nov. 2012–Aug. 2014

**Sales Consultant**

- Documented, measured and analyzed weekly objectives; developed strategies for improving sales based on data.
- Engaged with customers while establishing solid relationships.
- Communicated with co-workers on company operations to increase efficiency.
- Managed inventory and organized merchandise.
- Ranked Top 10 in the company for overall sales at over \$1,500 per hour.

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**Education**

*Borough of Manhattan Community College, New York, NY* Jan 2013- Present

- Currently attending for a degree in Business Administration

*Marta Valle High School, New York, NY*

June 2012

- Graduated with an Advanced Regents Diploma
- Awarded for “Excellence in Attendance”

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**Technical Skills**

- Microsoft Office (Word, PowerPoint, Outlook, Excel)
- Adobe CS6 (Photoshop, Lightroom)
- ADP Workforce Now
- Skype Messaging System
- Atlassian Confluence
- Atlassian JIRA
- MacBook OS
- HTML5
- JavaScript
- JQuery
- Google Apps (Drive, Gmail, Forms, Docs, etc...)
- Resumator Applicant Tracking System
- LinkedIn Recruiter
- Aevy Recruiting tool
- Zendesk Ticketing System
- Salesforce
- Evernote
- CSS3 (Bootstrap, Polymer, Parallax, etc..)