

ASHLEY HERNANDEZ

Perth Amboy, NJ | ashley.hernandez1@rutgers.edu | (732) 791-3064

EDUCATION

Rutgers University | School of Arts and Sciences

New Brunswick, NJ

Bachelor of Human Resource Management | Minor in Labor Studies

May 2019

TripleTen

Business Intelligence Analytics Certification

January 2025

WORK EXPERIENCE

Perth Amboy Board of Education

Perth Amboy, NJ

Administrative Assistant I

01/2024 - 06/2024

- Processed biweekly payroll for federally funded school programs, including staff orientations
- Generated requisitions for parental events, and board-approved agenda items using Systems3000
- Coordinated with Home School Liaisons and the Transportation Department to support McKinney-Vento eligible students
- Drafted written correspondence related to the McKinney-Vento Program
- Maintained up-to-date tracking of active and inactive students in Infinite Campus, while managing displaced students' inventory
- Facilitated the distribution of school supplies, uniform/sneaker vouchers, and gift cards for newly identified McKinney-Vento eligible students
- Followed up with vendors and staff to ensure timely processing of invoices and payments on purchase orders
- Prepared board memo agenda items for federal, nonpublic schools, and the Educational Services Commission of New Jersey (ESCNJ)

Iris Software, Inc.

Edison, NJ

Onboarding Specialist

06/2021 - 09/2023

- Accurately managed new employee personnel files in Bullhorn Staffing Software
- Oversaw completion of new hire pre-employment requirements, and client-specific documentation to meet rigorous compliance standards
- Cooperated with teams to enhance the onboarding process, resulting in improved efficiency and candidate satisfaction
- Communicated with candidates to provide guidance and support, ensuring a smooth onboarding experience and clarifying onboarding requirements

APluscare Behavioral Health

East Brunswick, NJ

Human Resources Administrative Assistant

07/2019 - 01/2020

- Coordinated and conducted onsite and online training sessions for new and current employees, supporting a comprehensive onboarding experience
- Processed background checks, reference checks, and complete employment verifications for new hires
- Verified all new hire paperwork and current employee records are in compliance
- Supported all stages of the recruitment and onboarding process, including new employee orientation

Open Road Honda

Edison, NJ

Service Receptionist

04/2018 - 06/2019

- Managed daily cash-out process, posting over 300 invoices for the Accounting Department in the Reynolds system ensuring accurate financial recordkeeping
- Trained new staff to ensure familiarity with company policies and procedures
- Worked closely with the Parts Department to resolve invoicing and shipping issues
- Addressed customer inquiries regarding merchandise, promotions, and vehicle service updates

Rutgers Learning Center**New Brunswick, NJ***Supervisor**11/2016 - 04/2018*

- Trained new staff on daily operational procedures and customer service standards
- Supervised night shifts with an average of 70 students signing in for tutoring, academic or writing coaching, or classes
- Adjusted assignments and schedules based on organization's needs, staff expertise, and visitor demands

*Front Desk Assistant**09/2016 - 11/2016*

- Addressed a wide range of inquiries related to academic services, ensuring prompt and accurate responses to foster an environment of support.
- Maintained high service standards via multiple communication channels to enhance overall accessibility and customer satisfaction.

SKILLS

Computer: Microsoft Office, SQL, Data Analysis, Data Cleaning & Visualization (Tableau), Systems3000, Reynolds System, Infinite Campus (Student Information System), Bullhorn Staffing System

Languages: Bilingual - English & Spanish

Soft Skills: Organization, Time Management, Attention to Detail, Customer Service, Employee Onboarding, Interpersonal Communication