

To whom this may concern,

Im interested in an HR/Administrative position and would like to share my resume for consideration. I have experience working in Crypto and Tech startups partnering with managers as the sole HR contact to fill open positions. I'm an efficient and self-motivated professional with the ability to effectively support business objectives and goals. I have strong analytical, organizational, and problem-solving skills with the aptitude to work independently and adapt to changing environments. I'm experienced in a variety of HR and Operational functions including Recruiting, Compliance, Benefits Administration, Policy Formulation and Employee Relations. I have 8 years of Recruiting experience including in an agency environment and have recruited for industries in Information Technology, Marketing, Operations, Compliance and Sales. Im able to prioritize tasks in demanding workloads and enjoy working with employees and clients to meet business goals.

As a conscientious employee with the desire to always learn more, my contributions will be an asset to your company. I hope to have a pe

rsonal meeting with you to discuss my background in further detail. I can be reached by email at suzybalbona212@yahoo.com

or by phone at 914-606-1707. I look forward to hearing back if my qualifications can be of assistance in the near future.

<https://www.linkedin.com/in/suzanabalbona/>

Best,

Suzana Balbona

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- it's faster