

Alex Calixtro

HR Generalist at Manufacturing Plant

Portland, OR 97229

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Professional Summary

Bilingual HR Generalist with experience in construction and manufacturing companies filling vacancies and assist prospective employees obtain better and/or new career paths. I am always eager to expand upon my current Human Resources experience of recruitment, onboarding, safety training, and other disciplines to strengthen my comprehension in an ever evolving HR world.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Human Resources Generalist

Matrix Pack North America LLC-Portland, OR

July 2023 to Present

- Manage and oversee the entire recruitment process from developing strategies, writing job requisitions, interviewing, offering of employment and onboarding.
- Complete day-to-day operations of the HR department.
- Provide facility tours for prospective employees and other guests
- Act as liaison between employees and management to maintain and improve company-employee relations and to resolve any inquiries either party may have. Translating in Spanish when needed.
- Maintain employee data in the company HRIS for all levels of employees (e.g. onboarding paperwork, I-9's, W-4's)
- Ensure company is in compliance with city, state and federal laws and regulations.
- Collaboration with other departments for policy formulation, procedures and systems along with training sessions for current and new hires.
- Contributes to the administration of payroll and company benefits package to qualifying employees.
- Implementation of employee programs such as Employee of the Month and Employee Anniversary Recognition.
- Conduct monthly safety committee discussing possible risks around the plant and methods employees can use to stay safe as required by OSHA.
- Conduct monthly safety trainings for all employees.
- Initiate and resolve employee complaints
- Provides operations support for executive level of management in regards to employee performance management that includes promotions, pay raises, suspensions and terminations.

Recruiting Coordinator

Madden Industrial Craftsmen, Inc.-Beaverton, OR

October 2021 to July 2023

- Post/Maintain/Close jobs on job boards online (i.e. Indeed, ZipRecruiter & Monster.con)

- Support Recruiters and hiring managers with communicating with candidates, scheduling interviews, and weekly job/candidate status updates
- Follow up with candidates, new and current, through usage of applicant tracking system
- Screen incoming resumes
- Conduct over-the-phone and in-person interviews
- Work with internal teams to set up new hires
- Administer all onboarding tasks for new hires such as onboarding paperwork completion (including federal I-9), drug screenings, background checks and first day follow ups to employees starting their first day of employment
- Provide back-up administrative support when needed
- Communicate with different branches of the organization to discuss company staffing goals and client needs
- Attend job fairs to attract potential new candidates while promoting company brand, image and values

Education

Bachelor's in Human Resource Management

Portland State University - Portland, OR

September 2019 to December 2021

Associate in Business Administration

Portland Community College - Portland, OR

September 2014 to June 2018

Skills

- Customer Service
- Data Entry
- Communications
- Benefits Administration
- Interviewing
- Microsoft Office Suite
- Teamwork
- Google Suite
- Organizational Skills
- Multi-line phone systems
- Employment & labor law (Less than 1 year)
- Time Management
- ATS
- Critical Thinking
- HRIS (1 year)
- Employee Orientation
- Recruiting (2 years)

Languages

- English - Fluent
- Spanish - Expert

Certifications and Licenses

Certified Staffing Professional (CSP)

April 2023 to April 2026

Certification received from the American Staffing Association.