

Chelsea Gagliano

New Berlin, Wisconsin

Administrative Assistant at Transpak Corporation

Summary

I'm an enthusiastic business graduate with excellent communication skills and a strong motivation to succeed. I'm looking to obtain a challenging position that will allow me the opportunity to apply my creativity, multitasking skills and education toward growth and success of an organization.

Experience

Administrative Assistant at Transpak a Quad Graphics Company

September 2014 - Present (5 years 8 months)

- Worked in a fast-paced environment, completing monthly billing and accounts payable, answering phones, writing up orders, receiving purchase orders among other responsibilities.
- Monthly inventory of shop materials and supplies, worked in JobBoss, Excel, Word etc.
- Implemented Job Boss Procedures and Operational Procedures Manuals

Customer Service Specialist at EmbroidMe

2011 - 2014 (3 years)

- Greeted customers entering the store to ascertain what each customer wanted or needed.
- Managed a wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently
- Promptly responded to general inquiries from members, staff and clients via e-mail
- Worked in production designing artwork and making t-shirts

Customer Service Representative at Ultimate Beach

January 2011 - August 2011 (8 months)

- Worked as a team member providing professional and friendly customer service
- Inside sales

Hostess at Famous Dave's of America

October 2009 - July 2010 (10 months)

Worked as a team member performing hostess duties, product assistance, provided excellent customer service

Education

University of Wisconsin-Milwaukee

Bachelor's degree, Marketing, 2016 - 2019

Milwaukee Area Technical College

Associate's degree, Business Administration and Management, General, 2010 - 2014

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New Berlin, Wisconsin

Administrative Assistant at Transpak Corporation

Linked  **Recruiter**

Profile Notes and Activity (1)

12/15/2019—Status set to "@@system.status.new" for "HR" by Jean-Philippe Richer

Grace Asiedu

Reston, Virginia

Dedicated Assistant Focused On Making the Lives of Business Executives Simpler

Summary

Proficient at handling clerical and executive administrative duties encompassing managing overhead costs, developing and allocating financial budgets, interviewing and hiring clients, scheduling appointments and creating travel itineraries, while supporting members of the executive management team and streamlining suggestions for boosting performance and increasing efficiency.

Improve office efficiency through implementing a dynamic filing system and introducing cost-saving strategies and initiatives.

Develop and manage a comprehensive database through iManage comprised of confidential files and client documents, to

comply with corporate policies, which resulted in significant financial savings, two-fold.

Revise correspondences, memoranda, reports and legal documents for lawyers, in addition to drafting communications outlined by lawyers prior to litigation.

Orchestrate all operation functions including client meetings, consultations, travel arrangements and court dates.

Draft various court documents, invoices and enclosures at attorney's request, in addition to processing all assigned cases according to client service level agreements.

Handle all financial transactions pertaining to billing and client requirements to fulfill billing obligations.

Manage the calendar events and due dates of lawyers within the Attorney's office, ensuring consistent follow-ups and correspondences occurred.

Experience

Administrative Assistant at Harness, Dickey & Pierce, P.L.C.

October 2017 - Present (2 years 7 months)

Administrative Assistant at Office Of Elections

October 2016 - October 2017 (1 year 1 month)

Handled administrative duties encompassing preparing daily audit reports for voter registration, managing confidential documentation, transcribing data files, implementing data entry, and formulating legal notices, and while exhibiting excellent customer service, accommodating clients as needed and functioning autonomously without supervision.

Trained part-time staff on performing accurate audits of new and existing data as well as executing diverse voter registration cases.

Assisted clients, the Board of Elections and the Director with translating vital information pertaining to voter registration inquiries, to ensure a flawless process prior to submitting ballots.

Organized client files and confidential data, to improve productivity and preparation for the Director preceding voting.

Ensured voting registration documents were processed and handled in a timely and efficient manner, to comply with appropriate regulations and deadlines.

Receptionist at Oliver Chiropractic

March 2016 - October 2016 (8 months)

Managed all office correspondences encompassing answering telephones, relaying messages, disseminating vital information and greeting patients as they entered.

Handled appointment calendars manually and electronically, to organize employee meetings and schedule patient appointments.

Performed routine clerical work including processing transactions, filing documents and communicating with insurance companies.

Developed and utilized effective filing and retrieval systems, while maintaining office supplies by placing orders and evaluating new products.

Prepared letters and documents for various staff members, while ensuring morale within the office was above standards.

Calmed upset customers, rapidly solved problems, and rebuilt client trust, to prevent the loss of key partners and valued customers.

Maintained front office reception area through cleaning and organizing receptionist desk as well as the visitor lobby.

Document and communicate various actions, irregularities, and continuing needs weekly.

Vice Chair at Fairfax County School Board

September 2012 - March 2016 (3 years 7 months)

Handled administrative and supervisory duties, ensuring that school board members and, in some cases, faculty members were well informed on school policies, procedures and relevant changes.

Reviewed new school policy proposals on behalf of the president during absence as well as handled all correspondences including answering customer inquiries, relaying customer messages, and disseminating school board information.

Transcribed all discussions during meetings, to streamline the integration of School Board information prior to production of city newsletter.

Submitted newsletters to other Directors and Representatives of policy committee meeting, to keep them abreast of School Board happenings.

Conducted effective and efficient meetings monthly through using the "Roberts Rule of Order", in addition to administering monthly conference calls.

Examined candidates resumes to facilitate the vetting process, prior to voting on approved hires.

Complied with procedures, rules, and regulations, to ensure students and parents were made aware of any revolving changes that may occur.

Discussed budgets and grants from federal government agencies, to streamline the opening of innovative and diversified Head Start courses.

Security Officer at Triton Security inc

May 2012 - September 2012 (5 months)

Competent at patrolling assigned areas, observing activities, and monitoring correspondences.

Provided overt and covert presence, including high visibility activities, to reduce identified security threats/vulnerabilities.

Interpreted laws, rules and policies, to identify violations, apply problem solving strategies and develop appropriate strategies for resolution.

Monitored surveillance cameras daily to safeguard the security of the facility while ensuring individuals adhered to rules and regulations of the property.

Developed daily status reports on criminal activities, to maintain an accurate log of issues.

Education

Sanford-Brown College-Vienna

Bachelor of Applied Science (B.A.Sc.), Criminal Justice and Corrections, 2012

Westfield High school

High School Diploma, Core Curriculum, 2002 - 2006

Grace Asiedu

Reston, Virginia

Dedicated Assistant Focused On Making the Lives of Business Executives Simpler

Linked  **Recruiter**

Profile Notes and Activity (1)

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Aaron Hodge

Paducah, Kentucky

Human Resources Manager at Shawnee Mass Transit District

Summary

Experienced Human Resources Manager with a demonstrated history of working in the building materials industry and in the Transportation sector. Skilled in Customer Service, Microsoft Word, Microsoft Office, Human Resources, and Time Management. Strong human resources professional with a Associate of Arts (A.A.) focused in Business Administration and Management, General from West Kentucky Community and Technical College.

Experience

Human Resources Manager at Shawnee Mass Transit District

January 2020 - Present (4 months)

Human Resources Manager at Genova Products

September 2017 - January 2020 (2 years 5 months)

Office Manager at West Kentucky Community and Technical College

July 2015 - September 2017 (2 years 3 months)

Business Affairs at West Kentucky Community and Technical College

February 2013 - July 2015 (2 years 6 months)

High School Co-Op - Data Entry at CFSB - Community Federal Savings Bank

2011 - 2012 (1 year)

Education

West Kentucky Community and Technical College

Associate of Arts (A.A.), Business Administration and Management, General, 2012 - 2014

Murray State University

In Progress, Business Administration and Management, General

Aaron Hodge

Paducah, Kentucky

Human Resources Manager at Shawnee Mass Transit District

Linked  **Recruiter**

Profile Notes and Activity (1)

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Jayd Wamboldt

Glendale, Arizona

Operations Assistant at Engineering Technical Group

Summary

A highly self-motivated Administrative Assistant with experience in performing a variety of administrative and staff support duties, which require a range of knowledge and skills of organizational procedures and policies; directing and assisting tenants and owners, and resolving administrative problems and inquiries; composing, editing, and proofreading correspondence and reports, reconciling accounts payables, and preparing a range of administrative documents to include lease documents.

Experience

Operations Assistant at Engineering Technical Group

January 2020 - Present (4 months)

Photographer at Indie Sol Photography

May 2017 - Present (3 years)

Administrative Assistant at GoldenWest Management, Inc

December 2018 - January 2020 (1 year 2 months)

- Maintaining and streamlining all communication with Tenants and owners to the correct correspondent.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Using computers to generate reports, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, email, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Write leases for the property managers and insure correct documentation is present.

Admin/ AP at PARKSIDE CONSTRUCTION, LLC

February 2015 - September 2016 (1 year 8 months)

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Accounts payable invoice and data entry.
- Handling payments in an organized and timely manner.

- Development and maintenance of Excel spreadsheets.
 - Internal credit card reconciliation when required.
 - Assisting with audit support as necessary.
 - Assisting in streamlining the accounts payable process.
 - Working with account receivable clerk and others to resolve account issues when necessary.
 - Expense report handling.
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Jayd Wamboldt

Glendale, Arizona

Operations Assistant at Engineering Technical Group

Linked  **Recruiter**

Profile Notes and Activity (1)

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Celia Taladoc

Seattle, Washington

Human Resources Generalist at Imagine Children's Museum

Summary

Results oriented HR Professional for over 15 years with a proven track record of delivering excellent customer service, possessing strong interpersonal, written, and oral communication skills with experience in project managing the development and administration of benefit plans, full cycle recruiting, employee relations, performance management, and integrating innovative solutions to streamline efficiency and increase productivity.

Experience

Human Resources Generalist at Imagine Children's Museum

November 2019 - Present (6 months)

Human Resource Benefits Administrator at CRISTA Ministries

March 2010 - August 2019 (9 years 6 months)

Provided counseling and guidance to managers and employees on a broad spectrum related to benefits including benefit enrollment and changes, COBRA, retirement, FSA, HSA, FMLA and disability leaves of absence for over 1000 employees.

Ensured accurate and timely employee benefit enrollment and changes through the HRIS and benefit vendor systems, and process billing reconciliations.

Project Manager for Benefits Open Enrollment and managed all event logistics for the Employee Benefits Fair and wellness programs.

Developed strong working relationships and served as the primary contact person for employees, and benefit vendors regarding benefits issues and resolutions.

Served as the committee chairperson for the Benevolent Fund program.

Partnered with other internal groups (IT and Payroll) and external vendors to resolve system issues.

Project Manager for the system implementation of moving from a paper benefit enrollment to an online benefit enrollment on an HRIS system.

Solely responsible for the daily administration of all employee benefits including enrollment, processing changes due to qualifying events, retirement distributions and contribution changes, COBRA administration and coordinating leaves of absence with staff and managers.

Collaborated with insurance consultants to ensure compliance and reporting with federal, state, and local regulations.

Met and consulted with employees regarding their benefit enrollment options.

Maintained and updated benefit information on the intranet.

Performed record keeping and regulatory filing requirements including regular ACA 1095 reporting audits, periodic audits of employee files, distribution of Summary Annual Reports, and 5500 reporting for various benefit programs.

Human Resource Special Events Coordinator-Benefits Team at Premera Blue Cross

October 2000 - April 2009 (8 years 7 months)

- Responsible for the strategic planning and development of corporate events and employee length of service program including coordinating all logistics and collateral for events including budget report, timeline, event agenda, negotiation of vendor contracts for catering, photography, entertainment, and venue selection for large and small corporate events.
- Data entry in HRIS system and provided clerical administrative experience to the HR team.
- Processed job requisitions, conducted team interviews, and assisted with new hire orientation.
- Provided administrative support with scheduling meetings, teleconference, and preparing reports for the HR Employee Relations Director.
- Created and maintained budget expense reports to ensure the event expenses were accounted for and within budget allocations.
- Supervised volunteers and committee members involved in the event planning, logistics preparation, event set up and event wrap up.
- Conducted recap meetings with executives and key stakeholders for events to gather feedback on opportunities for improvements or considerations for future events.
- Processed billing invoices and maintained employee personnel files.
- Assisted with benefits open enrollment and benefits orientation.

Education

Seattle University

Bachelor of Arts (B.A.) in Business Administration, Business Administration and Management, General, 1986 - 1990

Seattle University

Business Administration and Management, General

Celia Taladoc

Seattle, Washington

Human Resources Generalist at Imagine Children's Museum

LinkedIn® Recruiter

2 people have recommended Celia

"For more than 9 years I've had the privilege of being Celia's manager. Celia was very successful with serving as CRISTA's benefits administrator. Her work was excellent and she did a great job balancing the technical requirements of the job while meeting the personal needs of employees. Besides being terrific at getting the job done as the sole benefit person for over 600 benefited employees, Celia was also gifted at building caring relationships with those she served. She could be counted on to bring her best to work each and every day and would be an excellent addition to any organization."

—Randall Hashimoto, Vice President of Human Resources, CRISTA Ministries, managed Celia at CRISTA Ministries

"Celia is fantastic and helping employees understand their benefits and coordinating the necessary paperwork. She is kind and effective!"

—Jennifer Bowhey, B2B Sales Marketing Consultant, Olds Olympic, Inc., worked with Celia at CRISTA Ministries

Profile Notes and Activity (1)

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Christina Plant

Akron, Ohio

Human Resources Manager at Wright Tool

Experience

Human Resources Manager at Wright Tool

March 2020 - Present (2 months)

Human Resources Manager at Country Pure Foods

February 2012 - March 2020 (8 years 2 months)

Regional HR Specialist at Arch Aluminum & Glass

March 2007 - May 2011 (4 years 3 months)

Human Resources at KraftMaid Cabinetry

2011 - 2011

Education

Mount Union College

BS, Sociology/ Criminal Justice/ Pre-Law, 2002 - 2006

American University

Bachelor of Arts, Law, 2005 - 2005

Activities and Societies: Internship, Department of Justice Federal Bureau of Prisons

Christina Plant

Akron, Ohio

Human Resources Manager at Wright Tool

LinkedIn® Recruiter

1 person has recommended Christina

"I worked closely with Christina in a leadership capacity. I would like to personally recommend her as she was a very capable employee. She showed herself to be a fast learner and self starter. I am sure she will be an asset to the next company lucky enough to employ her."

—Bob Sweat, MBA PHR, Employee Human Resources Manager, GE Lighting, managed Christina indirectly at KraftMaid Cabinetry

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Rena Carreiro

Waterbury, Connecticut

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Summary

Experienced professional with a demonstrated history working in many areas of manufacturing. Highly skilled in Office/HR Administration, Operations, Accounting, Financial Reporting, Payable & Receivable Account Reconciliation, Planning/MRP, Lean Manufacturing, Procurement, Benefits & Compensation, Employee/Labor Relations, and Payroll Processing. High proficiency in Microsoft Office, SAP, ADP, eTime, Kronos, Agile, Business Objects, OnBase, Capturis, and Dploy. Strong professional with an Associate's degree in Business Administration and Management from Post University.

Education

Post University

Associate's degree, Business Administration, Management and Operations, 1997 - 2000

Rena Carreiro

Waterbury, Connecticut

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Linked  **Recruiter**

Profile Notes and Activity (1)

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Abby Burgess Maness

Graham, North Carolina

Human Resources Generalist at Registry Partners

Summary

Passionate, motivated employee with a strong desire to make an everlasting difference in the workplace. Skilled in the areas of: HR, Management, Payroll, Talent Acquisition, Public Relations, Customer Service, Legal Assistance, and Victim Advocacy.

"Organizations are human-made entities that rely on human expertise to establish and achieve their goals. Organizations have been created by humankind and can soar or crumble, and HR development is intricately connected to the fate of any organization" -Swanson and Holton III

Experience

Human Resources Generalist at Registry Partners

March 2020 - Present (2 months)

Human Resources Generalist at Chandler Concrete Company, Inc.

July 2018 - March 2020 (1 year 9 months)

Legal Assistant at Alamance County District Attorney's Office

January 2016 - July 2018 (2 years 7 months)

- Manage the reporting of statistical data
- Administrator of the Records Management System, CCIS-DA, CJ Leads, and DCI network
- Manage filing system for entire office
- Provided office support for DA's Office in general; personal assistant to two Superior Court Assistant District Attorneys.
- Interview to elicit information from victims and witnesses to assure appropriate services
- Coordinate and schedule the daily operations of the victim and witness program; manage the court appearances of victims and witnesses to ensure their presence in the courtroom when needed
- Communicate orally and in writing with persons of diverse backgrounds
- Establish and maintain effective working relationships with law enforcement officers, officials of related agencies and the general public
- Calmly handle stressful situations.
- Manage filing system for entire office

HR Assistant/City Clerk at City of Graham

January 2012 - December 2014 (3 years)

- Process payroll for over 200 employees. Maintain macro-enabled Excel time sheets for all departments. Reviewed accuracy and managed employee records within Optimum HRIS. Organized and participated in special events such as wellness fairs, lunch and learns, family fun day, etc. Assisted Employees with general inquiries such as wellness activities/credits, PTO accruals and transactions and benefit eligibilities. Assisted City Manager in employee recruitment, evaluations and maintaining exceptional manager-employee relations
- Serves as the municipal filing officer as provided for by law; records and maintains minutes, ordinances, and resolutions; keeps accurate records of the proceedings of the City Council; coordinates preparation of City Council agenda packets, meeting minutes, and calendars; publishes legal notices, hearings, ordinances, and street closures. Follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances, and vital records; updates and maintains the Municipal Code and Unified Development Code to reflect actions of the Council.

Education

Western Carolina University

Master's degree, Human Resources Management/Personnel Administration, General, 2017 - 2019

University of North Carolina at Greensboro

Bachelor of Arts - BA, Communication Studies, 2009 - 2011

Alamance Community College

Associate of Arts - AA, College Transfer, 2006 - 2009

Abby Burgess Maness

Graham, North Carolina

Human Resources Generalist at Registry Partners

Linked  **Recruiter**

Profile Notes and Activity (1)

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Caroline Afonso

Miami/Fort Lauderdale Area

Administrative Assistant at JOSEF SILNY & ASSOCIATES, INC.

Summary

An experienced bilingual assistant able to handle a high volume of work in a fast paced professional environment. Specializing in attention to detail, organization, problem solving and high retention skills. Confident and enthusiastic worker with a strong dedication to delivering high quality results.

Experience

Administrative Assistant at JOSEF SILNY & ASSOCIATES, INC.

June 2011 - Present (8 years 11 months)

- Evaluate foreign credentials, convert foreign grading scales, and assist in admissions decision processing for international applicants to undergraduate programs in the United States.
 - Conduct research to determine if post-secondary institution(s) are accredited and/or recognized using reference books and internet resources to determine U.S equivalency.
 - Remain up to date on evaluation standards, educational practices and the latest information on academic policy regarding international admissions standards at the undergraduate and graduate level.
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Education

Florida International University

Bachelor of Arts in Interdisciplinary Studies, MINOR IN SOCIAL MEDIA AND E-MARKETING ANALYTICS, 2018 - 2020

Miami Dade College

Associate's degree, Elementary Education, 2011 - 2015

Caroline Afonso

Miami/Fort Lauderdale Area

Administrative Assistant at JOSEF SILNY & ASSOCIATES, INC.

Linked  **Recruiter**

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Ethel D.

Colorado Springs, Colorado

Human Resources Coordinator/Administrative Assistant at American Vein & Vascular Institute

Summary

Assertive and organized professional who has the ability to prioritize workloads to meet tight deadlines. Abilities include improving operational efficiency and maximizing growth by ensuring that everyone within the team knows how important their role is to the company's overall success. Substantial experience in HR, Recruiting, Freelance and program development. Extremely talented, self-motivated, enthusiastic professional always seeking new challenges.

Experience

Human Resources Coordinator/Administrative Assistant at American Vein & Vascular Institute

January 2019 - Present (1 year 4 months)

- Ensure the completion of in-processing paperwork, maintain a database of applicant information, and manage confidential information related to new applicants, rehired employees, and the Human Resources Department for seven vein and vascular clinics in Colorado.
- Prepare materials for employee orientations, training sessions, and presentations.
- Conduct new employee orientation
- Ensure the completion of in-processing paperwork, maintain a database of applicant information, and manage confidential information related to new applicants, rehired employees, and the Human Resources Department.
- Schedule drug screens for new hires and rehires, ensure proper completion of I-9's and W-4's at the time of hire, communicate status of requisitions to Supervisors/Managers.
- Handle confidential information to include but not limited to job descriptions and postings, drug screen results, background checks, and Employee files and payroll information.
- Conduct all administrative duties for the Vice President and department managers.
- Responsible for making hotel reservations, maintaining supervisor's calendar as well as the upkeep of the Practice Management portion of Med-streaming (electronic file system/database).
- Responsible for ordering supplies from COSTCO, Sams, and other consumer supply companies.
- Post all job vacancies on Indeed and ensures the job descriptions are accurate.
- Pull market surveys for positions before posting announcements.
- Work hand-in-hand with ADP, a Professional Employment Organization (PEO).

Human Resources Generalist at Current Media Group LLC

September 2018 - November 2018 (3 months)

Education

Colorado Technical University

Associate's degree (Accelerated program), General Studies, 2010 - 2011

Ethel D.

Colorado Springs, Colorado

Human Resources Coordinator/Administrative Assistant at American Vein & Vascular Institute

Linked  **Recruiter**

Profile Notes and Activity (1)

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Marlowe Clark

San Pedro, California

Administrative Assistant at Beach City Brokers

Experience

Administrative Assistant at Beach City Brokers

August 2016 - Present (3 years 9 months)

Education

University of California, Irvine

Bachelor of Arts - BA, Cognitive Science, 2009 - 2013

Marlowe Clark

San Pedro, California

Administrative Assistant at Beach City Brokers

Linked  **Recruiter**

Profile Notes and Activity (1)

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Nicole Jaber

Washington, District Of Columbia

Energy

Summary

Experienced Administrative Assistant with a demonstrated history of working in the oil & energy industry. Skilled in Financial Services, Portfolio Management, Consumer Insight, and Customer Service. Strong administrative professional with a Bachelor of Business Administration (BBA) focused in Business Administration and Management, General from Saint Bonaventure University.

Experience

Administrative Assistant at API - American Petroleum Institute

July 2016 - Present (3 years 10 months)

Office of the General Counsel

Operations at Oppenheimer & Co. Inc.

March 2013 - July 2016 (3 years 5 months)

Shift Supervisor at CVS Pharmacy

September 2007 - March 2013 (5 years 7 months)

Education

Saint Bonaventure University

Bachelor of Business Administration (BBA), Business Administration and Management,

General, 2007 - 2011

Nicole Jaber

Washington, District Of Columbia

Energy

Linked  **Recruiter**

Profile Notes and Activity (1)

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Shirley Howard

Louisville, Kentucky Area

Bachelor of Science in Business Management at Sullivan University

Summary

Experienced Administrative Assistant with a demonstrated history of working in the pharmaceuticals industry. Skilled in Budgeting, Microsoft Word, Customer Satisfaction, Event Management, and Team Building. Strong administrative professional graduated from Sullivan University.

Experience

Administrative Assistant at GeriMed

May 2016 - Present (4 years)

Administrative Assistant at Konica Minolta Business Solutions U.S.A., Inc.

November 2012 - May 2016 (3 years 7 months)

- Renewing Rental Contracts
 - Client Relations
 - Billing Specialist
 - Problem Solving
 - Customer Service and Support
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Education

Sullivan University

Bachelor of Science in Business Management, 2015 - 2018

Sullivan University

Associates of Science in Business Management, Business Administration and Management, General, 2012 - 2015

Shirley Howard

Louisville, Kentucky Area

Bachelor of Science in Business Management at Sullivan University

Linked  **Recruiter**

Profile Notes and Activity (1)

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Calvin C.

Greater Denver Area

Administrative Assistant at LFI Ft Pierce Inc

Summary

Great team player, proficient office skills, and a great communicator

Experience

Administrative Assistant at LFI Ft Pierce Inc

December 2013 - Present (6 years 5 months)

Salesperson at K & H Home Solutions

January 2011 - July 2012 (1 year 7 months)

Education

Red Rocks Community College

2017 - 2018

Stevens Henager

Business administration, Accounting and Business/Management

Calvin C.

Greater Denver Area

Administrative Assistant at LFI Ft Pierce Inc

Linked  **Recruiter**

Profile Notes and Activity (1)

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Jennifer Villalobos

Houston, Texas

Administration

Summary

Ambitious, outgoing individual who seeks extensive adventure in everything! Working toward achievement, I am open-arms to opportunities that will broaden my horizon. A team player, willing to lead or follow, eager to learn and is self-motivated. Enthusiastic and personable, my passion is to contribute, support, and make a difference.

Experience

Administrative Assistant at Bcp Veterinary Pharmacy

October 2013 - Present (6 years 7 months)

Education

MTI College Of Business

Medical Biller, Medical Administrative/Executive Assistant and Medical Secretary

Jennifer Villalobos

Houston, Texas

Administration

LinkedIn® Recruiter

Profile Notes and Activity (1)

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Carolina Jimenez

Greater Omaha Area

Human Resources Specialist at OneWorld Community Health Centers

Summary

Professional with extensive experience in human resources seeking to further my career. My excellent organizational skills, experience providing exemplary services in fast-paced environments, and keen ability to produce quality results under strict deadlines will make me a great addition to any company.

Experience

Human Resources Specialist at OneWorld Community Health Centers

December 2018 - Present (1 year 5 months)

Employment Manager at JBS

June 2014 - October 2018 (4 years 5 months)

Front Desk Receptionist at Joshua Medical Center

2011 - 2014 (3 years)

Bilingual Phone Interviewer at Professional Research Consultants, Inc.

2010 - 2011 (1 year)

Education

Bryan High School

High School/Secondary Diplomas and Certificates, 2006 - 2007

Carolina Jimenez

Greater Omaha Area

Human Resources Specialist at OneWorld Community Health Centers

Linked  **Recruiter**

Profile Notes and Activity (1)

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Yecenia Cruz

Chicago, Illinois

Assistant To The Controller / HR at Wexford Home Corp

Experience

Assistant To The Controller / Human Resources at Wexford Home Corp

December 2019 - Present (5 months)

Human Resources Coordinator at MJ Holding Company, LLC

October 2014 - Present (5 years 7 months)

Human Resources Administrator at MJ Holding Company, LLC

July 2010 - October 2014 (4 years 4 months)

Human Resources Receptionist at MJ Holding Company, LLC

August 2008 - July 2010 (2 years)

Education

Instituto del Progreso Latino

Certification , Cosmetology/Cosmetologist, General, 2007 - 2009

John Hancock High School

1999 - 2003

Yecenia Cruz

Chicago, Illinois

Assistant To The Controller / HR at Wexford Home Corp

Linked  **Recruiter**

Profile Notes and Activity (1)

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Luwita Benson

Washington D.C. Metro Area

Administrative Assistant at Hertzbach

Summary

SUMMARY

Administrative Assistant with over 4 years' detail oriented customer service experience. Tasked with preparing flawless power-point presentations twice a month, completing multiple task simultaneously and following through to achieve project goals.

Experience

Administrative Assistant at Hertzbach

October 2018 - Present (1 year 7 months)

Finance Intern at PartnersGlobal

September 2018 - October 2018 (2 months)

Financial intern

Finance Intern at PartnersGlobal

September 2018 - October 2018 (2 months)

Bank reconciliation, accounts payable, accountant receiveable

Administrative Assistant at Royalties tax professionals

January 2015 - August 2018 (3 years 8 months)

Assistant Administrative at Allstate

October 2013 - December 2015 (2 years 3 months)

Education

Nnamdi Azikiwe University

Bachelor of Arts - BA, Business Administration and Management, General, 2008 - 2013

Dansol High School

2002 - 2008

Luwita Benson

Washington D.C. Metro Area

Administrative Assistant at Hertzbach

Linked  **Recruiter**

Profile Notes and Activity (1)

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Jan Boram

Seymour, Indiana

Human Resources Manager at HPI

Summary

Experienced Human Resources professional that uses my experience, maturity, and compassion to relate to the organization's employees to strive for resolution to problems, whether work-related or family-related.

Experience

Human Resources Manager at Home Products International - North America, Inc.

July 2014 - Present (5 years 10 months)

Employee Development, benefits and compensation, training, safety...Generalist

Human Resources Manager at PMG Indiana Corp

March 1998 - July 2014 (16 years 5 months)

Lead Human Resources support for a global automotive supplier with a fast paced manufacturing facility of 400 employees including Temporary Staffing, in Columbus, IN. Providing guidance for legal and regulatory compliance, employee development, immigration processing, advertising, recruiting, hiring and employee disciplinary actions including terminations, training....HR Generalist duties +

Warehouse Supervisor at Valeo Sylvania

1996 - 1998 (2 years)

Education

Ball State University

Industrial Technology, 1985 - 1994

Ball State University

Industrial Technology

Jan Boram

Seymour, Indiana

Human Resources Manager at HPI

LinkedIn® Recruiter

3 people have recommended Jan

"Jan has been a great client to work with throughout the years. She is truly a hard working HR Representative. She is dedicated to her job and to the employees she supports. She knows her job and the business inside and out and is a great resource for those she works with. I enjoy working with Jan to support her in her staffing efforts as we have formed a great partnership."

—Misty Derringer, Market Manager, Manpower, was a consultant or contractor to Jan at PMG Indiana Corp

"Jan is a very conscientious, patient and fair HR manager. She knows the labor laws insures they are followed. She is willing to work with staff if there is a problem that puts a job in jeopardy. She handles the stresses of the job very professionally and calmly. She works together with us as a team to accomplish the many objectives required by our jobs."

—Leah Fiorini, Administrator/Accountant, Joncy, Inc. dba Papa John's Pizza, worked indirectly for Jan at PMG Indiana Corp

"At the time I worked at PMG, I was an environmental technician as a subcontractor, and Jan Boram was my "2nd" supervisor. Jan's work as the HR manager for PMG is nothing short of amazing. Her meticulous sense of detail, combined with her go-to work ethic and an uncompromising sense of selflessness to both the company and the employees, make Jan one of the best. She is truly an asset to PMG, or any other company."

—David Daugherty, Drummer/percussionist, The Boomer Barringer Band, worked indirectly for Jan at PMG Indiana Corp

Profile Notes and Activity (1)

12/15/2019—Status set to "@@system.status.new" for "HR" by Jean-Philippe Richer

Nicole Jones

Tampa, Florida

Formalwear Manager at Men's Wearhouse

Summary

Skilled in Microsoft Office, Customer Satisfaction, Onboarding Procedures and Employee Relations. Strong professional graduated from University of South Florida.

Experience

Operations Manager at Men's Wearhouse

December 2019 - Present (5 months)

Administrative Assistant at Solicitation Consulting

March 2019 - November 2019 (9 months)

Operations Manager at Men's Wearhouse

May 2017 - March 2019 (1 year 11 months)

Senior Customer Service Representative at Men's Wearhouse

April 2016 - May 2017 (1 year 2 months)

Customer Service Representative at Men's Wearhouse

February 2015 - April 2016 (1 year 3 months)

Education

University of South Florida

Sociology, 2015 - 2018

St. Petersburg College

Associate of Arts (A.A.), 2012 - 2014

Nicole Jones

Tampa, Florida

Formalwear Manager at Men's Wearhouse

Linked  **Recruiter**

Profile Notes and Activity (1)

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Jocelyn B.

Greater Atlanta Area

Human Resources Assistant at ProCo, LLC.

Summary

Experienced Human Resources Assistant with a demonstrated history of working in the hospital & health care industry. Skilled in Microsoft Excel, Customer Service, Microsoft Word, Communication, and Recruiting. Strong human resources professional graduated from Georgia State University.

Experience

Human Resources Assistant at ProCo,LLC

July 2018 - Present (1 year 10 months)

Administrative Assistant at Georgia State University

October 2016 - April 2018 (1 year 7 months)

Education

Georgia State University

Bachelor of Arts - BA, Sociology, 2014 - 2018

Jocelyn B.

Greater Atlanta Area

Human Resources Assistant at ProCo, LLC.

Linked  **Recruiter**

Profile Notes and Activity (1)

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Hileri Gurtis

Birmingham, Alabama Area

Department Supervisor at Lowe's Companies, Inc.

Summary

Dependable and motivated business professional with a versatile administrative support skill set developed through experience as an administrative assistant, department manager of loss prevention and safety, account executive, recruiter, on-site supervisor, intake coordinator, and former business owner.

Excel in interpersonal and employee relations, leadership, networking, client relationship building, and customer service.

Offer excellent computer skills in MS Office Suite, SAP and other applications/systems. Have a strong knowledge of physical security systems, i.e. CCTV surveillance, EAS systems, Intellex, and Verint.

Experience

Department Supervisor at Lowe's Companies, Inc.

February 2020 - Present (3 months)

Cashier Customer Service at Lowe's Companies, Inc.

October 2019 - February 2020 (5 months)

Administrative Assistant / Receptionist at Oxford Pharmaceuticals

August 2016 - January 2020 (3 years 6 months)

Performs administrative and office support activities for executive management; Including but not limited to fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Performs such duties using the required skills including extensive software skills, Internet research abilities strong communication skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors.

Loss Prevention and Safety Manager at Lowe's Home Improvement

August 2013 - May 2016 (2 years 10 months)

Implements the loss prevention and safety programs to minimize loss and maintain a safe work and shopping environment. Directly and indirectly supervises, coaches, mentor, and trains employees on safety and shrink programs and policies.

Conducts reviews, audits and retail investigations.

Analyzes business documents and safety reports. Utilizes physical security systems and video surveillance for investigations and audits. Conducts safety, fire and hazmat inspections to maintain compliance with OSHA and corporate policy safety guidelines.

Recruiter at Automation Personnel Services, Inc.

June 2012 - August 2013 (1 year 3 months)

On Site Manager at Select Staffing

June 2008 - April 2010 (1 year 11 months)

Liaison between Select Staffing and client company representatives including technical managers, department supervisors, & HR departments. Traveled to meet clients and temporary associates as required to maintain efficient work operations.

Responsible for creating and maintaining a report for headcount control. Track all temporary employees in excess of three hundred. Handled all employee relation issues. Created employee policy handbook specific to client's needs and facility. Responsible for the orientation and training of new temporary associates within the client's facility.

Education

Kankakee Community College

English Language and Literature, General, 2003 - 2004

Hileri Gurtis

Birmingham, Alabama Area

Department Supervisor at Lowe's Companies, Inc.

Linked  **Recruiter**

Profile Notes and Activity (1)

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Corinne Thacker, PHR

Greater Salt Lake City Area

Human Resource Generalist at City of South Jordan

Summary

Experienced Human Resources Generalist with a demonstrated history of working in the government administration industry. Skilled in Management, Training, Human Resources, and Customer Service. Strong human resources professional with a Bachelor of Science (B.S.) focused in Human Development and Family Studies, from University of Utah.

Experience

Human Resources Generalist/Analyst at City of South Jordan

February 2017 - Present (3 years 3 months)

Conduct and participate in compensation and benefit surveys to collect and analyze market information.

Conduct job analysis to create, maintain, and update job descriptions and class specifications.

Responsible for FMLA administration for the City and ensuring compliance with federal regulations. Utilize technology and web-based content management systems to streamline recruitment and compensation programs.

Investigate complaints of harassment, discrimination, and other employment related issues and provide final facts, findings, and recommendations.

Assist in coordination of reasonable accommodation meetings and return to work process for employees.

Develop and execute City-wide training based upon the Employee Handbook and employment rules, regulations, benefits and wellness, professional development and best practices.

Serve as the key administrator of the performance evaluation process and system.

Responsible for ongoing new employee or volunteer orientations.

Responsible for city-wide recruitments, to include rating and ranking applicants, pre-employment testing, reference checks, track position requisition created for city vacancies or new positions, job offers, advertising, etc. in city human resource information system. Post on-going position announcements for the City to designated locations as required.

Provide daily customer service and routine assistance related to human resource activities for City employees and general public.

Conduct and oversee general human resource studies, audits, surveys, and projects within the human resource division as needed.

Project Manager at City of South Jordan

April 2015 - February 2017 (1 year 11 months)

Manage and oversee the implementation of the City's new CityView software used to track development projects, applications, inspections, code compliance cases, and business licenses.

Monitor all aspects of the project implementation including: the project plan, timeline, contract, budget, and change orders. Coordinate multiple and various integrations between state agencies and other software vendors used by the City.

Test software's workflow for usability and legacy data for accuracy. Instruct and train end users (including staff members and clients) on the use of the software product. Make necessary changes to the software to increase usability and productivity within the effected departments.

Executive Assistant at City of South Jordan

December 2011 - February 2017 (5 years 3 months)

Oversee the City View Permitting system, including: ensure integrity of data entry, coordinate database management with I.S. department, implementation and maintenance of division database modules, train system users, evaluate and make changes to system as needed to maintain quality and efficiency of database reports.

Plan, organize, direct, and oversee department operations, including: evaluating and assigning work in most efficient and effective manner, offer suggestions and implement programs/processes that will increase level of customer service given to residents/businesses/contractors.

Complete all travel needs for the department.

Support department divisions with IT, IIMO project planning, budgeting/purchasing and determine process improvement opportunities relating to the department.

Instruct and train employees in the use and function of various software programs as needed and provide computer hardware support.

Manages the process and activities associated with all IIMO projects; maintain required records, meeting summaries, and other mandatory information; prepares meeting and informal materials for all parties; negotiates solutions with officials from the City, other municipalities, county, the State of Utah and the Federal Government.

Prepare complex informational and budgetary documentation of the IIMO applications received for analysis by various City Staff and City Council. This documentation is used on the project evaluation and final funding recommendations and/or decisions made by the City Manager and then the City Council.

Develop, manage and monitor programs and special projects on behalf of the Department/Division Director (s), monitor and tracks all bonds for development or building projects for the department.

Monitors the department budgets (Engineering, Planning, Building) including revenues, expenditures and budgeted expenditure projections.

Human Resources Intern at City of South Jordan

January 2015 - April 2015 (4 months)

Assist with recruitments city-wide as assigned, to include preparation and organization for interviews. Provide suggestions for applicant testing and process improvements.

Summarize and present analysis of projects, both verbally and in writing.

Compile final project reports in written and electronic form.

Assist with receiving and tracking job applications through spreadsheet database function. Send notification to applicants not selected for City recruitments.

Assist with city-wide job description updates for employees and volunteers. Coordinate with information services division to create link to city website for all City job descriptions, to include developing the concept and design for the webpage.

Assist with volunteer orientation and tracking process. Help organize volunteer packets for supervisors and schedule appointments for volunteer orientations.

Write and publish job vacancy announcements, assist supervisors with the development of selection criteria based on job analysis, and participate in the interviewing processes.

Collect full-time employee exit interview data from Survey Monkey and compile for monthly review.

Observe and/or participate in assigned City management processes. May include research, conducting interviews, conducting surveys, taking minutes, etc.

Education

University of Utah

Bachelor of Science (B.S.), Human Development and Family Studies, General, 2013 - 2015

Salt Lake Community College

Associate of Science (A.S.), General Studies, 2011 - 2013

Corinne Thacker, PHR

Greater Salt Lake City Area

Human Resource Generalist at City of South Jordan

Linked  **Recruiter**

Profile Notes and Activity (1)

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Geri Garcia

Greater Denver Area

Human Resources Manager at BAND-IT IDEX

Experience

Human Resources Manager at BAND-IT IDEX

July 2016 - Present (3 years 10 months)

Human Resources Manager at Elkay Manufacturing

March 2014 - July 2016 (2 years 5 months)

Human Resources Manager at Ludvik Electric Co

October 2007 - March 2014 (6 years 6 months)

Education

University of Colorado at Denver

Bachelor of Arts (BA), Communications Training & Development

University of Phoenix

Master of Business Administration (MBA), Human Resources Management/Personnel Administration,
General

Geri Garcia

Greater Denver Area

Human Resources Manager at BAND-IT IDEX

Linked  **Recruiter**

Profile Notes and Activity (1)

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Meri Kolce

Greater Chicago Area

Administrative Assistant at Davidson and Seseri llc

Experience

Administrative Assistant at Davidson and Seseri llc

Meri Kolce

Greater Chicago Area

Administrative Assistant at Davidson and Seseri llc

Linked  **Recruiter**

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