

TABITHA LEE

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EDUCATION

University of California San Diego

Bachelor of Arts, Human Development

Graduation Date: March 2016

RELEVANT SKILLS

- Demonstrated office experience including copying, mailing, faxing, stock inventory, general housekeeping, and exercising strong professionalism in strict confidentiality and integrity
- Strong background in recruitment support including on-boarding and off-boarding procedures
- Proficient in PC and Mac platforms, and Microsoft Office: Word, Excel, PowerPoint, Outlook, Access
- Excellent oral and written communication, as well as extraordinary interpersonal skills
- Proven abilities in organization, prioritization, and multi-tasking

ADDITIONAL QUALIFICATIONS

- Four years of relevant office experience
- Experience in employee auditing, data entry, and wage coordination in UC Payroll Personnel System and UCSD BLINK Timekeeping system
- Background in Adobe Photoshop and basic HTML

RELEVANT EXPERIENCE

City of San Diego Public Utilities Department

(May-Present)

Management Intern

- Review and edit fact finding investigation reports, demonstrating strict confidentiality
- Assist recruiting processes by creating interview packets, contacting candidates, scheduling meetings with interview panel and candidates, and archiving closed job interviews
- Update and maintain various databases: medical status reports, FMLA, and job bulletins

Scripps Institution of Oceanography

Administrative Assistant III

(March - May 2015)

- Process a variety of documents including purchase orders, invoices, packing slips, check requests, campus service requests, and human resources/payroll-related items
- Support Integrative Oceanography Department with daily Human Resources responsibilities including: forms and records copying, faxing, and mailing according to University standards and Confidentiality protocols

UCSD Geisel Library Human Resources Office

Administrative Assistant Student Lead

(November 2012 - January 2015)

- Entered and maintained staff and student employees' personal information in ACCESS Database, exercising strong detailed organization in spreadsheet maintenance
- Payroll Processing: calculated hours on timesheets, entered employees' hours into timekeeping system, and sent timekeeping reports to supervisors
- Assist recruitment process with on-boarding new student employees through creation of orientation folders, training, and new hire materials, as well as in off-boarding procedures
- Represented Geisel Library at University events, in addition to assisting pre-event preparations and day-of event needs
- Executed multiple special HR projects according to deadlines and specific needs