

CLAUDIA REYES

EXPERIENCE

• Wasatch behavioral Health Case Manager

08/16/2021- Present

Assist clients over a period of time to connect to resources and provide support with any needs or goals clients may have.

Assist clients with access to medical and mental health services

Supervision and preparation of summer programs for kids

Supervision and collaboration with different programs

and projects as assigned and needed by management

Collaboration with therapists to evaluate client progress in enrolled mental health services programs.

Teaching and guidance of groups consisting of a mixed group of parents and children

Transportation of clients to medical appointments, food banks, housing appointments.

Performs translation of documents and assistance to Spanish speaking clients.

• Premier Employee Solutions - HR Generalist

10/2020-08/06/2021

Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments.

Maintains employee documentations in a timely, organized matter processing an average of 30 to 50 employee and company related documentation daily

Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave.

Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

Performs translation of documents and assistance to Spanish speaking employees.

• Kids On The Move - Administrative Assistant & Early HeadStart Teacher


04/2019 -09/2020


Provide administrative support for the B2E Marketing Manager (update and management of B2E tactical and organizational documents i.e. plans, charts, etc.).


Managed scheduling for staff, monitoring resource allocation to provide optimal coverage and service.

Updated rules, safety, and behavioral guidelines to increase safety standards for the business.

CONTACT

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SUMMARY

Experienced with a strong background in organizational, communication and administrative skills. Able to manage tasks well, support team goals, and handle confidential information carefully. Problem solver and building positive relationships in different environments.

SKILLS

- Conflict Resolution
- Bilingual
- Confidentiality
- Time Management
- Great Communication Skills
- Databases Management
- Organization and Collaboration
- Training & Development
- Intermediate Graphic Design
- Project Management
- HR and Employee Relations

EDUCATION

Utah Valley University 2016
Bachelor of Science in Social Work

CERTIFICATIONS

Photography, Shaw Academy 03/07/2017