# Efren Medina

Junior Developer

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## PROJECTS

**Kangaroo**— *(CSS and HTML)*
First project in javaScript boot camp. Manipulating and sizing divs to create a image.
https://codepen.io/efrenmedina/pen/XoYjWJ

**Tutorial Webpage** — *(CSS and HTML)*
Creating a webpage responsive web page on HTML and CSS basics. Made multiple pages that was uniform throughout site.
https://efrenmedina1.github.io/Tutorial-Webpage/

**Studio Ghibli API Project** — *(CSS,HTML, javaScript)*
Creating a webpage using a API to display information. Learned how to navigate endpoints and read json to get information.
https://codepen.io/efrenmedina/pen/XoYjWJ

**Pokemon APP** — *(PERN - Postgres, Express, React, and Node)*
Full stack website using PERN (Postgres, Express, React, and Node). Use a Pokedex to create a Pokemon team. User is able to login and store their Pokemons on the website's database.
https://efrens-pokemon-client.herokuapp.com/

## TECH SKILLS

- JavaScript
- HTML5
- CSS3
- React
- Node.js
- Microsoft Office
- Workday
- Proliant
- Kronos
- ADP

## EDUCATION

**Eleven Fifty Academy,**
Fishers, Indiana — javaScript
January 2019 - March 2019

**Ivy Tech Community College,**
Indianapolis, Indiana — Computer Science
2010 - 2012

**North Central High School,**
Indianapolis, Indiana
2007 - 2010

# EXPERIENCE

**Ascena Retail Group,** Greencastle, Indiana — *Seasonal Human Resource Specialist*
September 2018 - November 2018

- Part of a team to onboard over 1,000 applicants in preparation for seasonal job peak.
- Preform phone screenings to filter candidates for interviews.
- Interview candidates to evaluate for employment for positions throughout warehouse.
- Contact terminated employees to receive feedback for investigating turnover rate.
- Conduct background checks, employee verification, reference checks, and administer drug screen tests.
- Communicate with employees to give clear understanding regarding company policies and procedures. Ensure employees understood safety protocols.
- Maintain positive employee relations by identifying concerns and issues
- Design and create flyers and advertisements to attract applicant leads.

**Readerlink,** Indianapolis, Indiana — *Human Resource Specialist*
March 20014 - August 2018

- Interview, screen, and hire candidates for employment for various positions in the warehouse. Displayed good judgment and investigation skills to deduce quality candidates.
- Communicate with employees to give clear understanding regarding company policies and procedures. Ensure employees understood safety protocols.
- Maintain positive employee relations by identifying concerns and issues and resolving them in a respectful, empathetic, and efficient manner.
- Provide New Hire and Benefit orientation for new employees. Implemented positive onboarding during the hiring process to improve turnover rate.
- Conduct background checks, employee verification, reference checks, and administer drug screen tests.
- Create excel reports reflecting budget, and production rates.
- Maintain employee filing system, employee time cards, and payroll information.

- Substituted managers and supervisors departments when on extended leaves of absence. Maintained department work flow and deadlines were met.
  Temp Warehouse Supervisor - Oct 2017
    - Five-week business trip to help new company warehouse begin operations.
    - Create new work flow operations in a new warehouse lacking many standard equipment.
    - Delegate 30-50 employee's daily work to ensure deadlines are met.
    - Teach supervisors and team leads production process to meet expected demands.
    - Organize and department to promote efficiency and reduce cost.

## Readerlink, Indianapolis, Indiana — *Production Scheduler/Fork Lift Operator*
August 2013 - March 2014

- Operate forklifts to load pallets into trailers.
- Quality check product for customers.
- Use RF gun to locate and stage products.
- Release waves for daily work in warehouse.
- File and sort paperwork.
- Created spread sheets reflecting warehouse work flow.
- Received and resolved calls concerning shipment discrepancies.
- Fax and Email documents.

## Readerlink, Indianapolis, Indiana — *Warehouse Clerk / Convention Coordinator*
July 2012 – August 2013

- Assisted team lead and replaced in times of absents.
- Required little to no supervision to complete work.
- Complete inventory count for product used in orders and fix discrepancies.
- Was cross trained for multiple positions.
- Complete material request orders for conventions.
- Receive and maintain stock product for conventions orders.
- Create custom labels and documents for shipments.
- Communicate professionally via email to customers.