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## Work History

### **Seasonal Human Resource Specialist – September 2018 to November 2018**

*Ascena Retail Group*

- Part of a team to onboard over 1,000 applicants in preparation for seasonal job peak.
- Perform 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.

### **Human Resource Specialist – March 2014 to Aug 2018**

*Readerlink Marketing Services*

- 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.

### **Production Scheduler/Fork Lift Operator – Aug 2013 to March 2014**

*Readerlink Marketing Services*

- 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.

**Warehouse Clerk / Convention Coordinator – July 2012 to Aug 2013**

*Readerlink Marketing Services*

- 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.

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**Computer Software Knowledge – Human Resource Software**

Microsoft Office - WMS - ADP - Kronos - Prolaint – Paylocity -Workday

**Education**

**Ivy Tech Community College**

Indianapolis, IN

Computer Science