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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Amber Price | |  |  | | --- | --- | | 225 Shady Valley DR Mansfield, TX |  | | (214) 538-9975 |  | | amber.price\_mshrm@yahoo.com |  | | www.linkedin.com/in/amber-smith-hrleader |  | |  |  | |

Human Resource professional skilled in policies and programs improving the organization’s mission. Experience in employee relations, workers compensation, staffing and recruiting, marketing, government regulations and laws

# Skills

|  |  |
| --- | --- |
| * Self-starter with the ability to multi-task * Elevated level of integrity and discretion * Excellent written and verbal communication skills | * Compensation * Recruiting and Sourcing * Employee Relations |

# Experience

### November 2017 – Current

## Human Resources Specialist /Arlington ISD, Arlington, TX

## •Responsible for new hire orientations and the processing of new hire paperwork.

## •Provide first level of employee support for policy and procedure questions, verification of employment, loan forgiveness forms, certification documents, employee contracts, service record requests, and contractor background checks.

## •In addition, process employee exits/resignations/retirements and manage annual staffing and headcount procedures.

## •i-9 Maintenance of Employment Eligibility Verification, E-Verify, and Reverification and Rehire

### June 2016 – December 2016

## Human Resources Assistant / Toys R Us Distribution Center, Midlothian, TX

•Performs full cycle recruiting inclusive of posting open positions, prescreening applications, scheduling interviews, conducting criminal background checks, scheduling drug tests, and work history verifications

• Creator of marketing material used on social media and radio to advertise vacancies.

• Complete weekly ADP payroll and payroll audits

• Updates and maintains associate employment records, processing any associate changes such as personal information, department and shift changes and pay rates

• Maintains and updates associate physical and electronic employment records in compliance with company standards, and Federal and State regulations

• Maintains all internal communication bulletin boards; including but not limited to company notices, and required Federal and State employment posters, update OSHA 300 log

• Responds to associate inquiries on matters related to company programs and activities, and responds to management and associate questions regarding company policies and procedures.

• Investigate all employee relation inquiries and determine a conclusion

• Complete weekly safety audit, report findings electronically to Regional Safety Auditor

• Host weekly on site career fairs, post ads for career fairs on job listing websites

### April 2014 – MAy 2015

## Campus Registrar / Fortis College, Grand Prairie, TX

•Verify student grades to clear students from conditional or qualifying admission status.

•Oversee procedural requirements necessary for compliance with state and federal laws affecting admissions, records, and registration.

•Complete student status changes: enrollment, drops, cancels, re-entry

•Develop and oversee systems for on-site record maintenance, papers, and electronic files to ensure accuracy, security, and availability.

•Bi- weekly payroll and payroll accrual audits using ADP payroll

### June 2012 – April 2014

## Management Trainee / ITT Technical Institute, Arlington, TX

•Campus manager of Recruitment, Financial Aid, Registrar Records, and Career Services. Developed daily processes including a new file maintenance system to decrease audit findings.

•Assisted department managers to achieve enrollment status completion.

•Project manager of quarterly enrollment processes.

### November 2011 – june 2012

## Financial Aid Clerk / Lincoln College of Technology, Grand Prairie, TX

•Assist students and parents with organized group sessions to complete the FAFSA.

•Explain a breakdown of each student’s eligibility for each award year.

•Schedule follow up appointments. Follow up with 2nd academic years students to insure all federal aid is applied accurately. Scan completed files to corporate.

•Answer daily business calls, meet clerical needs, and order office supplies.

### February 2011 – july 2011

## Mortgage Loan Counselor / Nationstar Mortgage, Lewisville, TX

•Service Fannie Mae Loans, process loan modifications, collections, customer service.

•Assist borrowers with re-payment plans or government assisted programs to avoid any default on the current loan. Promoted to 30 day accounts after 3 months of service

### september 2008 – September 2011

## Sales Operator / Best Buy, Cedar Hill, TX

•Process and verify credit applications, maintain daily sales goals, process phone orders.

•Provide superior customer service, cashier, sales associate, and product knowledge.

•Conducted phone Interviews with potential new hires, processed employment applications for new hire, conducted new hire orientation informed new hires of eligible benefits, assisted new hires with completing new hire paperwork.

# Education

### December 2010

## Bachelors of Arts in Sociology / University of North Texas, Denton, TX

GPA 3.25

### january 2017 - current

## M.S Human Resources Management / Tarleton State University, Stephenville, TX