320 E Wintergreen Rd. #06C

Desoto, TX 75115

t[amara7479@gmail.com](mailto:Tamara7479@gmail.com)

(314) 330-8165

**Tamara Smith**

**~ Summary ~**

**Accomplished and energetic Recruiter/HR Admin with a solid history of achievement in recruiting and management. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include recruiting, management, and dental management.**

**~ SKILLS & CERTIFICATIONS ~**

**American Heart Association, CPR- Healthcare Provider**

**~ EDUCATION ~**

**Missouri College (***Dental Assistant) –* **St. Louis, MO May 2005 – February 2006**

**South County Tech High School – St. Louis, MO September 1994- June 1997**

**~ WORK EXPERIENCE ~**

**Elite Line Services/Amazon- Recruiter/HR Admin July 2018– Present**

* ***Conduct reference or background checks on applicants, onboarding candidates.***
* ***Interview candidates to obtain information on work history, training, education, and/or skills.***
* ***Full Life Cycle recruiting, engaging applicabts to ensure a smooth process.***
* ***Assist HR Dept with PCN(payroll change notice), E-Verify(I-9), enters new hires into ADP.***
* ***Perform searches for qualified candidates using sources such as computer databases, networking, internet recruiting sources, media advertisement, job fairs, recruiting firms, and employee referrals.***
* ***Travel to sites to determine staffing needs, employee relation issues, etc.***
* ***Coordinate travel, and set-up job fairs.***

***Smile Workshop- Billing/HR Admin October 2012 – January 2018***

* ***Post payments for all locations.***
* ***Calculate, prepare, and issue documents related to accounts.***
* ***Submit claims, prepare dispute letters, dispute unpaid claims.***
* ***Credential Medicaid/PPO providers with various insurance companies.***
* ***Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, etc.***
* ***Select qualified applicants or refer them to managers, making hiring recommendations when necessary.***
* ***Conduct reference or background checks on job applicants.***
* ***Schedule or conduct new employee training.***

***References available upon request***