

Professional Experience

Iron Wall Security

Carlsbad, CA

Human Resources Assistant Manager

April 2021-December 2021

- Screen candidates for miscellaneous security roles over the phone and in person
- In charge of posting job ads for the Riverside and Orange County areas
- Create and follow internal recruitment pipeline process to ensure smooth interview process
- Organize candidate and new hire files to be easily accessible by management team
- Ensure policies and procedures are followed appropriately
- Provide discipline and coaching to employees as necessary

Professional Recruiter Associates

Carlsbad, CA

Human Resources Coordinator

August 2020- March 2021

- Set up, organize, and input onboarding paperwork
- Schedule meetings and interviews for members of management
- Use Quickbooks to track and input budgetary changes for the company
- Use data in Excel to track growth of company

Phaidon International | Selby Jennings

San Francisco, CA

Recruitment Consultant

August 2018-October 2019

- Built local and national pipelines of candidates and clients using the CRM Microdec
- Scheduled interviews and meetings with candidates and clients across the world
- Screened candidates over the phone and in person to determine if appropriate to send to client, sending 20 a week to roles of various experience levels
- Generated new business for the company, pulling 2-3 new roles per week
- Met clients in meetings across the city to develop new business and continue partnerships

UC Irvine Police Department

Irvine, CA

Community Service Officer

October 2015 - June 2018

- Provided safety escorts for students and staff and worked in teams to assist security at University events
- Wrote administrative reports for operations activities on every shift
- Worked front desk for multiple buildings on campus, answering the phone and filling out reports

Education

University of California, San Diego Extension

San Diego, CA

Full Stack Web Developer Boot Camp

March 2022-June 2022

University of California, Irvine

Irvine, CA

Bachelor of Arts in Political Science (GPA 3.4)

August 2014- June 2018

Honors & Awards

UC Irvine Dean's Honor List

June 2017, December 2017, March 2018, June 2018

UCIPD Community Service Officer of the Month

September 2016

Eagle Scout

November 2012

Computer Skills

HTML, CSS, JavaScript, Microsoft Office, Google Drive, DocuSign, Indeed Recruiter, BetterTeam, TrackerRMS, Google Suite, LinkedIn Recruiter, WhenIWork, Mailchimp, MicroDec, All Forms of Social Media, Quickbooks Online, Zoom, Misc. Others