

Computer Skills

HTML, CSS, JavaScript, Node.JS, 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

Education

University of California, San Diego Extension

Full Stack Web Developer Boot Camp

San Diego, CA

March 2022-June 2022

- Selected Projects:
 - *Off to the Market*: An app that displays information for local farmer's markets with a user inputted city.

University of California, Irvine

Bachelor of Arts in Political Science (GPA 3.4)

Irvine, CA

August 2014- June 2018

- Emphasis in American Politics

Relevant Professional Experience

Iron Wall Security

Human Resources Assistant Manager

Carlsbad, CA

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

Phaidon International | Selby Jennings

Recruitment Consultant

San Francisco, CA

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

Community Service Officer

Irvine, CA

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

Honors & Awards

Off to the Market Team Captain

March 2022

Selby Jennings Quarter 3 MVP

August 2019

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