

Steven Pelan

Staffing Manager

Bellerose, NY 11426

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516-491-0157

To obtain an entry-level position in which I can contribute my interpersonal, problem-solving, and organizational skills.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Staffing Manager

Robert Half Accountemps

October 2016 to June 2018

- Sourced for accounting and finance professionals utilizing various platforms such as Indeed, CareerBuilder, and Salesforce.
- Interviewed approximately 15-20 candidates weekly to better understand each individual's background and skillset.
- Extensively reviewed job descriptions with candidates to confirm interest and level of qualification.
- Coordinated with clients in onboarding temporary employees.
- Negotiated salaries on behalf of candidates if being hired permanently.
- Marketed services to candidates and clients over the phone and at as career fairs.
- Worked closely within a team and coordinated with multiple departments.

Finance Administrator

Saks Fifth Avenue

June 2016 to August 2016

temp.)

- Processed accounts payable invoices.
- Matched, batched, and coded invoices into system.
- Scanned, copied, and filed invoices and purchases orders.
- Performed ad hoc projects as assigned.

Maintenance

Glen Oaks Village Owners

2013 to 2016

Summer Maintenance

- Re-paved and painted all parking lots and driveways throughout apartment complex.
- Emptied out and cleaned vacant apartments.

Education

B.S. in Business Management

Stony Brook University - Stony Brook, NY

May 2016

Skills

EXCEL, LEADERSHIP SKILLS, MAC, MAC OS, MICROSOFT WORD

Additional Information

SKILLS

- Proficient in Windows, Mac OS, Microsoft Word, Excel, PowerPoint, Outlook and Salesforce.
- Exceptional verbal and written communication skills.
- Ability to multitask and work well under pressure.
- Strong attention to detail.
- Excellent time management and leadership skills.
- Ability to work efficiently within a team.