

REBECCA BOVBEL

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SUMMARY OF QUALIFICATIONS

- ♦ Human Resources Management Postgrad program accompanied by BA of Sociology.
- ♦ Practiced at fast paced, high volume recruitment in a manufacturing environment.
- ♦ Experienced in a generalist role and eager to continue learning.
- ♦ Personable and attentive nature, demonstrated by progressive responsibility in various customer service roles.
- ♦ Proficient with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), HRIS experience (Enterprise, Payworks); adept at learning new software.

EDUCATION

Human Resources Management (Postgraduate), 2015

George Brown College, Toronto ON

Bachelor of Arts, Sociology, 2013

Trent University, Peterborough ON

EXPERIENCE

Human Resources Administrator 2015-present (Contract)

Jefferson Elora Corporation, Elora ON

- ♦ Ensured staffing levels and requirements were met via external recruitment and staffing agencies.
- ♦ Coordinated hourly recruitment including advertising, screening, interviewing, making offers and orientation.
- ♦ Managed temporary associate program; coordinated with multiple agencies to meet temporary staffing needs.
- ♦ Assisted associates with information related to company policies, benefits plan and other needs.
- ♦ Reported on daily and long-term absenteeism among hourly associates and prepared employee counsels.
- ♦ Filed physical and electronic employee records and provided other administrative support to department.
- ♦ Oversaw probationary review distribution and completion for all new hourly associates.

Talent Coordinator, Co-op 2015

Communitech, Kitchener ON

- ♦ Coordinated and conducted interviews for Campus Ambassador Program.
- ♦ Aided local job seekers through mock-interviews and resume clinic.
- ♦ Conducted research project on state of co-op programs in the Tech industry in K-W. Involved interviewing HR representatives from various companies, secondary research and reporting.
- ♦ Entered data into Salesforce, including interactions with member companies and local tech Salary Survey info.

Customer Consultant 2013 – 2014

FedEx Office, Toronto ON

- ♦ Led on-boarding and on-the-job training of new associates.
- ♦ Undertook efforts to improve organization and accessibility of store documents.
- ♦ Aided in screening resumes and participated in interview process.
- ♦ Collaborated with customers to produce print orders in a timely manner within defined parameters. Used photocopiers, printers, scanners, binding machines and hydraulic cutting machines.

Team Member of the Month, 2013

Awarded Team Member of the Month prize (Canada wide) for taking the initiative to create a training tool designed to alleviate common errors made by team members. The idea to create such a tool came after a discussion with the district managers regarding some company-wide issues. The tool was recognized by the District Manager as useful and rolled out region wide.

Shift Supervisor [promoted from Sales Associate] 2011 – 2013

Olly Shoes, Toronto ON

- ♦ Trained new employees in store procedures and product knowledge.
- ♦ Acted as manager on duty: responded to and resolved customer issues, motivated and supervised sales associates.
- ♦ Consulted with customers and responded to their individual needs, utilizing superior communication skills.
- ♦ Maintained an up-to-date and detailed product knowledge in order to effectively meet customer needs.

DESIGNATIONS

CHRP (In progress)

CKE 2 Passed July 2016

References Available Upon Request