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| **SaTyra Ann Miles**  Atlanta, GA  (562) 220-8777  SaTyra2016@gmail.com |  |
| **Employment History** |
| Recruiter  2012- 2016 Volt Workforce, Lakewood, CA  ●Organizing and hosting presentations and customer visits  ●Compiling and distributing financial and statistical information such as finance spreadsheets and data reports  ●Source, Screen, and Interview appropriate candidates for healthcare positions  ● Taleo  ● Support of onboarding activities including references, and orientations |
| Human Resources/Recruiter2011-2012 Pridestaff  * Devising and maintaining office systems, including data management and filing * Screening phone calls, enquiries and requests, and handling them when appropriate * Organizing and attending meetings and ensuring the manager is well prepared for meetings * Producing documents, briefing papers, reports and presentations |
| Recruiter 2010-2011 First Call Staffing, Torrance, CA  ●Organizing and hosting presentations and customer visits  ●Compiling and distributing financial and statistical information such as finance spreadsheets and data reports  ●Source, Screen, and Interview appropriate candidates for healthcare positions  ● Support of onboarding activities including references, and orientations |
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| Education |
| 2011-2012 San Diego Technical School  ● Human Resources Certificate Obtained  2006-2010 Eastside High School, Lancaster, CA   * Diploma Obtained |
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