

# Wesley Meeks

Cottonwood Heights, UT 84121

[wesmeeks88@gmail.com](mailto:wesmeeks88@gmail.com)

To utilize my previous experience in data entry with the hopes of benefiting the company.

## Work Experience

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### **SENIOR RECRUITER**

ELWOOD STAFFING

March 2015 to Present

Recruiting via job postings, job fairs and social media. Interviewing and onboarding new employees, training new associates for their assignments.

### **OFFICE ASSISTANT**

EVERY HOME AND STYLE

June 2014 to February 2015

Responsibilities included maintaining the data base-ensuring inventories were correct, providing customer service, data entry. Worked directly with the owner to make sure the office was running smoothly.

### **TECH OPS COORDINATOR- ONBOARDING SPECIALIST**

PROTECTION 1 SECURITY

April 2012 to May 2014

Duties included quickly and effectively onboarding 200+ summer technicians and over 50 service technicians, running e-verify, background checks, and taking technician calls in regards to pay.

## Education

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### **ASSOCIATES in Accounting**

UTAH VALLEY UNIVERSITY

June 2018

## Additional Information

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### Skills & Abilities

#### **ONBOARDING-DATA ENTRY**

- Over 5 years of experience onboarding new employees and entering their information into various data systems including Staffsuite, and Agemni. Onboarding also includes running the I-9's through e-verify, drug screening and processing all new hire paperwork.

#### **RECRUITING**

- Responsible for successfully recruiting over 100+ new associates in two years as a recruiter. Utilizing my creativity I would create and post ads via various job websites, social media, and set up and participate in job fairs.

#### CUSTOMER SERVICE

- Responsible for providing top notch customer service to both clients and associates alike. Have experience working both face to face with customers and communicating professionally over the phone or through e-mails.