

## HR MANAGER

### Summary

HR Coordinator motivated to create collaborative team environment by using background in the organization of employee training and team building events.

### Key Skills

- New employee orientations
- Maintains confidentiality
- Recruiting
- Employee relations
- Off-boarding
- Performance management strategies
- Quickbooks
- Sequoia
- Taleo
- Google Drive
- Google Calendar
- Microsoft Office Suite (Word, Excel, PowerPoint)

### Experience

July 2014

Company Name HR Manager

- Diagnosed some of Cisco Systems' talent management systems in order to apply talent management knowledge to current HR practices.
- Compiled a systematic, descriptive report of diagnosis along with suggestions for improving methods then submitted final analysis to HR Manager.
- Influence "Chapter 7: Liking" Group Presentation, Social Psychology, Spring 2014 Collaborated with group members in dividing the workload, planning the class lesson, and discussing creative solutions to engage classmates.
- Designed a visual slide presentation by compiling group's work and enhanced presentation appeal with multimedia related to our topic found on the Internet.
- Analyzed effective group dynamics and leadership in an final research paper on the analysis of effective group dynamics and leadership Persuasion Experiment Study, Social Psychology, Spring 2014 Designed and executed research design observing persuasion tactics used at Mattress Discounters based on Robert Cialdini's research in Influence: The Psychology of Persuasion and compiled a comprehensive report Research Paper, Seminar on the Aesthetics of Citizen Participation, Fall 2013 Developed a research topic on utilizing art therapy as a model for motivating citizen participation requiring extensive library database research.

### RELEVANT COURSE PROJECTS

October 2014 to Current

Company Name Recruiting Coordinator

- Highlight: Increased and maintains the hiring percentage by 7% in first two months of employment; entrusted with HR department while manager is on military leave Coordinate with recruiting team, hiring managers and candidates to schedule phone/onsite interviews, ensure prompt and friendly communications with candidates, and host candidates on campus Execute welcoming onboarding orientations for new hires by using my enthusiastic personality during the company presentation and while processing employees' paperwork Actively source and correspond with attorneys regarding content writing opportunities; handle all applications and writers' files on Sequoia, communicate with editors in application process Professionally act as first point of contact for all general inquiries and mail intakes/distribution via telecommunication or in-person Produce weekly progress reports on recruiting attorneys, current rosters, and designing organizational charts Manage all job openings on various job boards including local colleges and passionately pursue potential candidates at career fairs Support all HR activities including resolving internal matters as needed to ensure smooth, efficient functioning of HR department.

June 2004 to October 2014

Company Name Administrative Assistant

- Administered 300 clients' tax records to boost company efficiency Doubled the company's client intake by entering financial data into Quickbooks, organizing personal and corporate income/expenses, and creating expense spreadsheets which optimized our processing system
- Managed 15 payroll accounts by processing payroll data, delivering paychecks, and preparing then filing payroll/sales taxes as optional services to business owners.
- Established and maintained strong client relations via phone, e-mail, or in-person communications ensuring client loyalty and building long, trusting relationships.
- Successfully resolved clients' tax problems after defending their case in professional correspondences to government departments.
- Maximized productivity by managing the schedule, files, supplies, and overall aesthetics of office.

### Education

University of California

City English B.A English

Introduction to Industrial-Organizational Psychology, Statistics, Social Psychology, Research Seminar, General Psychology, Abnormal Psychology, Child Development, Cultural Anthropology, Principles of Sociology, and College Writing Certified Talent Management Specialist, July 2014-January 2015 Certified by Human Capital Growth, Inc. in talent management, talent acquisition, employee selection, training & development, performance management, and team effectiveness.

### Interests

Some of my interests: painting on canvas, drawing, arts/crafts for home decor, cooking foreign meals, writing short stories, and hiking/camping/going to the beach with our dog

### Additional Information

- INTERESTS Some of my interests: painting on canvas, drawing, arts/crafts for home decor, cooking foreign meals, writing short stories, and hiking/camping/going to the beach with our dog

### Skills

art, bookkeeping, charts, Cisco, client, clients, client relations, database, designing, diagnosis, e-mail, filing, financial, government, hiring, HR, leadership, managing, Excel, mail, Microsoft Office Suite, office, PowerPoint, Word, multimedia, organizing, Organizational, payroll, performance management, Persuasion, progress, Psychology, Quickbooks, recruiting, Research, research design, sales, spreadsheets, Statistics, tax, taxes, telecommunication, phone, content writing