

DIRECTV HR RECRUITER/ ADMINISTRATION

Summary

My goal is to obtain a position where I can utilize and enhance my education and skills.

Highlights

- Excellent communication skills
- Self-directed
- Accurate and detailed
- **Certified in Basic Life Support (BLS)**
- **Electrocardiography Certification (EKG)**
- Independent worker
- Strong organizational skills
- Energetic work attitude
- Courteous demeanor

Accomplishments

Recognized by peers and management for going above and beyond normal job functions.

Was named top leader while working at Alexander Dawson College Bound

Quality Assurance

- Ensured quality of food .
- Quality of care for customers

Offered job promotion to management only **two** weeks after start date

Flexibly rotated between **four** different jobs for Mac Shack

Human Resources

- Increased employee new hires by 65%.

Experience

DIRECTV HR Recruiter/ Administration 11/2014 to Current Company Name City , State

- Generate new hire paperwork
- Keep all government documents up to date
- Help with the new employees and documentation
- Make copies, badges, and packets
- Transfer 125 MSO sheets into the computer per week
- Post job ads to bring in candidates for open positions
- Call and interview candidates over the phone
- Scheduled and confirmed appointments for management team
- Assist multiple managers with office issues and staff issues
- Coordinated department functions for team of 10 employees
- Updated employee accounts and information regularly
- Create databases and spreadsheets to improve inventory management and reporting accuracy
- Develop more efficient filing systems
- Coordinate admission processes and prepare agreement packets
- Handle and process confidential employee information

Hostess 09/2014 to 11/2014 Company Name City , State

Tasks as Hostess:

- Friendly greeted customers
- Professionally answered the phone
- Had complete knowledge of the entire restaurant and menu
- Completed cleaning checklists
- Guided guests to appropriate tables
- Helped book reservations for large parties and group
- Ensured large parties were taking care of and satisfied
- Efficiently used OpenTable to take reservations and seat guests
- Dealt with customer issues calmly, quickly, and professionally

Hostess/Cashier/Busser/Food Runner/ Expo 09/2013 to 09/2014 Company Name City , State

Tasks as Hostess/Cashier/Busser/Food Runner/Expo:

Cashier/Hostess:

- Professionalism
- Cooperated with fellow coworkers
- Ability to multitask
- Satisfied customer requests
- Greeted customers in a friendly and welcoming manner
- Answered telephones quickly and professionally

- Completed daily checklists
- Exceed customer and employer expectations
- Reliable and willing to cover employees shifts

Food Runner/Busser:

- Delivered food in a timely manner
- Insured a clean and orderly work environment
- Dealt with customer complaints and issues
- Helped keep customer complaints to a minimum
- Responded to customers requests immediately
- Answered phones and took customers orders

Expo:

- Made salads and side dishes
- Added final ingredients and toppings to food
- Restocked all dishes and silverware
- Efficiently communicated with cooks to ensure orders were correct
- Made sure all counter spaces were clean and orderly
- Completed cleaning checklist
- Helped with customer complaints and issues

Event Coordinator: Coyote U-Night Community Fundraiser 02/2012 Company Name City , State

- Brainstormed event ideas
- Oversaw budget plans
- Oversaw 5 coordinating groups
- Responsible for advertisement distribution and media coverage
- Responsible for communication with clientele
- Coordinated with 100 teachers to help with fundraiser
- Ensured safety for 2,000 people

Education

High School Diploma : Hospitality, Travel, and Tourism June 2014 Southwest Career and Technical Academy City , State , United States

Four-year Hospitality program: Minor in Marketing

- Project Based Learning
- Coursework in Hospitality and Tourism Management
- Coursework in Marketing and Advertising
- Coursework in Business, Marketing and Communications
- Coursework in Marketing, Public Relations and Promotions Management
- Coursework in Business Administration and Organizational Development
- Coursework in Accounting, Financial Management and Event Planning
- Coursework in Travel and Tourism
- Hotel Management coursework
- Coursework in Hotel Operations Management
- Principles of Financial Accounting coursework
- Four year member of DECA Club
- Four year Student Council member
- Student body government representative

Nursing College of Southern Nevada City , State , United States

Pre-Nursing Major: Taking prerequisites

Courses completed:

- Math 95,96
- English 101,102,223
- ALS College Success
- Psychology 101
- Sociology 101
- Communications 101

3.75 GPA

Skills

Professional and friendly

Careful and active listener

Exceptional multi-tasker
Delivers exceptional customer service
Computer knowledge and skillsâ€‹
Neat, clean and professional appearance
Reliable team worker
Engaging personality
Detail oriented
Personal skills
Conflict resolution
Accurate and detailed
Computer knowledge and skillsâ€‹