

## HR ASSISTANT Professional Profile

Skilled Program Coordinator bringing extensive background in technology and business process. Organized, resourceful and detail-oriented with exceptional planning and decision-making abilities.

### Qualifications

- Human resources understanding
- Scheduling proficiency
- Market research proficiency
- Report generation
- Critical thinking
- Eye for detail
- Self-directed nature
- Analytical problem solving
- Contracts
- Social media and networks
- Microsoft Office Suite
- PowerPoint
- Exceptional telephone etiquette
- Patient and diligent

### Relevant Experience

Coordinated all department functions for team of 120+ employees.

Planned and executed all aspects of a major office headquarter move.

Increased office organization by developing more efficient filing system and customer database protocols. Successfully planned and executed corporate meetings, lunches and special events for groups of 100+ employees.

### Experience

01/2014 to 09/2015

HR Assistant Company Name - City , State

- Pay for registration and conference fees with purchasing card
- Reconcile purchasing card every 2 weeks to assure there are no taxes or additional charges
- Fill out Verification of Employment paperwork as it comes in
- Assess needs of the office and order any supplies that may be needed
- Assist Office Manager with monthly budget
- Onboarding/organizing training of new employees
- Trained on all AV equipment in 9 conference rooms
- Back up Office Manager when she's out of office
- Train new employees/students on front desk and mail room procedures
- Off boarding for terminated or retired employees
- Organizing/verifying all technology purchases through DoIT
- Take meeting minutes for Managers weekly meetings
- Assist with setting up/participating in phone and in person interviews- 5 to 30 at a time
- Coordinate and organize ETF/Finance meetings in house
- Create external recruitments and post on websites
- Create documentation on processes for office
- Assist with recruitment panels and interviews as needed
- Assist with travel arrangements for employees (eg: hotel arrangements, fleet cars, etc.)
- Assist with setting up meetings for college Directors/Chancellors along with coordinating AV equipment and meals
- Help employees with travel reimbursements
- Facility coordinator for any heating, electrical or water issues
- Floor captain/Assisted with creating an Occupant Emergency Plan (OEP)
- Track Affirmative Action documentation and create reports for Directors
- Assist with New Employee Orientations.

01/2012 to 01/2014

ORCD Office Coordinator Company Name - City , State

• Prepare, document billing codes and send Travel Reimbursements for 10-12 staff

• Track and compile 60-70 registrations for Quality Team trainings, as well as attain meeting space for these events on a monthly basis

• Coordinate 8-10 meetings for Director and staff with internal/external personnel

• Assist with coordinating 2 annual conferences of 400-500 attendees and attend as IT Lead

• Assist with cellular phones and tablet set up/troubleshooting

- Review credit card statements from 10-12 staff for proper coding and tax exemptions
- Create Select Surveys to acquire different information from our ADRC and internal staff
- Compound information to create multiple spreadsheets in Excel and tables for various documentations to be sent to external resources
- Created 2 databases in Access for tracking upwards of 500 entries a month; created reports for management on a weekly basis for Project Steering committees
- Effective knowledge with problem solving as well as emphatic written and oral communication techniques
- Format correspondence letters and PDF documents for internal staff
- Assist with contacting interviewees and scheduling interviews for different positions
- Develop Access database and Excel spreadsheets for proper recording of documentation from ADRC staff and internal procedures
- Extensive working knowledge of computer programs (ie; Microsoft Word, Excel, Access, etc.)

04/2010 to 01/2012

Inside Sales/ Administrative Support Company Name - City , State

- Construct and send Invoices to guarantee payment from 80-100 customers through Quickbooks and Tigerpaw
- Resolve any questions or concerns customers may have about invoices or sales to confirm they are content
- Schedule engineers weekly for onsite assignments and Help Desk to guarantee customer satisfaction
- Order product for small projects- coordinate meetings with clients and engineers to ensure correct product is being ordered
- Compose Service Reports on a monthly basis to ensure customer satisfaction
- Build product quotes for customers to achieve daily sales (eg; software, Anti-Virus, routers, printers, etc.)
- Create weekly spreadsheets for annual renewals and product sales; relay information to President of the company for weekly meetings
- Design marketing brochures and any daily changes to company website to keep customers up to date with new technology and products
- Create manual for "How To" on procedures for sales in TigerPaw software
- Work with vendors to get update to date pricing and versions of software/product

Education

December 2006

BS : Business Management University of Eau Claire - City , State

Business Management

Student government representative

May 2014

AS : Human Resource Management Madison Technical College - City , State Human Resource Management

May 2014

AAS : Accounting Assistant Activities and Interests Madison Technical College - City , State

Accounting Assistant

Affiliations

Member of Society for Human Resource Management (SHRM) 2013 - Present

Secretary for Young Professionals Group committee with HEUG 2014 - Present

Skills

Administrative Support, Anti-Virus, billing, budget, oral communication, conferences, clients, customer satisfaction, databases, documentation, Finance, Help Desk, Inside Sales, marketing, meetings, Access database, Excel spreadsheets, PowerPoint, Microsoft Word, Office Manager, Organizing, pricing, printers, problem solving, processes, coding, purchasing, Quality, recording, recruitment, sales, scheduling, spreadsheets, Surveys, travel arrangements, troubleshooting, websites, written communication