



## About Me:

I enjoy working in a fast paced, highly motivating position where I can assist others, while challenging and expanding my knowledge of the task at hand. My experience in Human Resources and as an Executive Assistant, gives me a unique perspective when handling new challenges.

### WORK EXPERIENCE

#### DaVita Denver, CO

##### Onboarding Specialist GTM / 10/2014 - 12/2014

- Onboarding and Compliance
  - Contract position

#### GOAL Academy / Summit Education Group - Westminster, CO

##### HR COORDINATOR / 08/2012 - 09/2014

Provides HR management to 250+ employees across the state of Colorado, including: Payroll, Recruitment/Onboarding, HRIS Management, Benefits Administration and Employee Relations. *Successfully completed a 3-month Leadership Institute program through the organization.*

Other duties include:

- Process Development and Implementation
- New Hire Orientation Training
- Corporate Wellness Plan Development
- Department scheduling and planning

**Additional non-HR Duties:**

- Experiential Education Leader for GOAL Ventures
  - Organizes student trips (locally, nationally, and internationally)
  - Organizes fundraising events

#### SQUARETWO FINANCIAL - Denver, CO

##### EXECUTIVE ASSISTANT TO HUMAN RESOURCES / 03/2010- 11/2011

- Wellness Program Coordinator
  - Designed, implemented, and managed Wellness Program for 210+ employees
  - Organized employee events, and Wellness Activities
- Facilities Management
  - Handled all facility needs, including project management of a \$90,000 office remodel
- Program Administrator for Online Corporate University
- Management of HR Department Expenses
- Management of HR Department Travel and Scheduling

##### EXECUTIVE ASSISTANT TO PRESIDENT / 01/2008 - 03/2010

- Daily Reporting
- Travel Arrangements for Healthcare Funding Dept
- Daily Schedule Management (dept meetings, travel, etc)
- Expense Reporting

#### DATASOLV SERVICES INC - Pueblo, CO

##### ACCOUNT MANAGER / 08/2006 - 01/2008

- Data Entry (Patient and Insurance Payments, and Demographics)

### PROFESSIONAL SKILLS

- Project Management Experience
- Highly Organized
- Knowledgeable in current Employment Laws
- Proficient in MS Office (including Excel, Word, Access, Outlook)
- Excellent Communication Skills

### EDUCATION

CSU Global  
**Business Management**

### CONTACT INFO

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