

# Aidra Orlando

Reading, PA | 610-780-8643 | [AidraOrlando@gmail.com](mailto:AidraOrlando@gmail.com) | <http://www.linkedin.com/in/aidraorlando>

## Education

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**Alvernia University**- Reading, PA

**Bachelor of Science**

Human Resource Management; *Magna Cum Laude*

May, 2014

## Software Experience

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- UltiPro
- ADP Payroll suite
- Halogen Performance Appraisal
- iVantage
- HR Connect
- Microsoft Suite (Word, Excel, Access, PowerPoint, Outlook, SharePoint Designer)
- Ability to operate Windows Platforms
- Ability to operate Mac Platforms
- Knowledge of HTML
- Adobe Reader and Adobe Acrobat

## Related Experience

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**Human Resource Assistant**

**04/2014 to Present**

**Caron Treatment Centers** – Wernersville, PA

- Responsible for converting ADP payroll to UltiPro payroll
- Responsible for converting Halogen performance management to UltiPro performance management
- Implemented E-Verify
- Responsible for payroll processing for over 100 employees
- Handled all worker's compensation claims
- Supported medical benefit and FMLA duties
- Responsible for on boarding of new employees including ensuring proper documentation, background screening, reference verifications and conducting presentations to provide welcoming to the organization
- Responsible for handling performance management systems
- Other duties include: serving as the company HR go-to employee, recruiting tasks, HRIS tasks, invoice processing, managing company intranet, ensuring employment compliance with state standards, unemployment claims, general employee relations, administrative tasks, creating employee user guides and overseeing company "HR Helpline"

**Teller II**

**06/2012 to 04/2014**

**Metro Bank** – Reading, PA

- Provided superior customer service
- Assisted in managerial decision making
- Mentored, trained and supervised new tellers
- Handled more than \$10,000 cash per day at the highest volume branch

**Human Resource Intern**

**05/2013 to 11/2013**

**The Uncommon Individual Foundation** – Villanova, PA

- Created employee handbook
- Authored job descriptions
- Posted open positions to recruiting websites
- Created webcasts on human resource subjects

## Other Experience

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**Content Editor**

**Waresoft Solutions, Incorporated**- King of Prussia, PA

**03/2012 to 06/2012**

**Brand Team Trainer**

**Target**- Reading, PA

**08/2008 to 04/2012**