

Angelica Quezada

quezadaangel86@yahoo.com - 720-219-0803

Northglenn, CO 80233

Objective

- To obtain a role that will utilize my current skills while also expanding my knowledge. I would like to have the opportunity to thrive in my work place.

Professional Experience

Flying Food Group, Denver, CO

March 2019 - Current

Human Resources Generalist

- Set up interviews for all departments as needed.
- Assist with the hiring process and orientation for new hires by providing paperwork, explaining all company policies, and work rules.
- Provide tours of the building for the new hires
- Assist employees with E-Verify
- Setting up profiles in ADP
- Maintain all HR files by ensuring all required paperwork is signed and up to date.
- Ensure all personnel records are up to date in ADP workforce now system
- Answering any questions employees may have (ex; benefits, taxes, vacation/sick time)
- Enroll employees in biometric time clock
- Provide all the benefit information to new hires and help enroll them when probationary period is over.
- Assist with reporting any work place injuries.
- Process terminations (ex; vacation payouts, termination checklist, exit interview)
- Reconcile timecards, run reports needed in order to close payroll. Ensure all hours (regular, overtime, vacation/sick) are correct.
- Process biweekly payroll for 45-50 employees
- Work with staffing agencies to fill short-staffed departments, review/send weekly timecards, calculate hours completed in order for employees to convert from temporary to permanent.
- Organize events for employees (ex; employee of the month, annual picnic, Christmas party, etc.)

Quik Cash, Thornton, CO

June 2018 - March 2019

Customer Service Representative

- Explained loan process to qualifying customers
- Processed payments in person/over the phone.
- Processed 20-50 loans per day
- Made courtesy/delinquent calls to all customers
- Reconciled register at the end of every shift

Menchies, Westminster, CO

August 2015 - June 2017

Cashier

- Opened/closed store
 - Prepped product for the next incoming shift
 - Assisted with any customer needs
 - Offered excellent customer service
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Education

High School

May 2015

- High school diploma

Software Experience

- Microsoft (Outlook, Excel, Word, PowerPoint)
- ADP Workforce Now/E-time payroll system
- Detail orientated
- Bilingual (Fluent in Spanish and English)
- Human Resources (4 years)
- Strong sense of responsibility
- Flexible
- Fast learner