

Yolanda Chavez
8457 Yarrow Ct.
Arvada, CO 80005
ychavez614@gmail.com
303-931-4823

Objectives:

- To expand my career horizons by utilizing my experience as a data specialist in a new setting and to become a valuable addition to a new office team.

Skills Summary:

Well learned in Google Docs and Spreadsheets, Google Forms, Scheduling using Google Calendar, quick learner, knowledgeable in Microsoft Word and Excel, Salesforce, Applicant Tracking System, Quick Keys, LinkedIn Recruiter, average typing by touch-70wpm, 10 key, great phone skills, customer service, multi-tasker, several years working in team settings, detail oriented, reliable

Education:

Front Range Community College
Associates of Arts Degree, May 2009

Westminster, Colorado

Employment:

3/2011- 3-2013	Google Staffing Researcher: Talent mapping, list creations, update/organize candidate information, trainer, used internal computer programs to find internal references, merged duplicate candidate profiles in internal systems, scheduled engineering/staffing interviews, manager meetings and classes, bulk uploaded new candidate lists into system, bulk assigned candidate profiles to recruiters/sourcers, meeting candidates for onsite interviews, scheduled monthly talks	Boulder, Colorado
3/2010- 3/2011	Google/Adecco Sourcing Data Specialist: Working with internal computer programs to find internal references, finding duplicates of potential engineer candidates in internal systems, merging duplicate profiles of candidates, scheduling phone interviews, scheduling meetings for managers, scheduling classes, coordinating team events, scheduling meet and greets with candidates who come onsite, meeting candidates for onsite interviews, creating surveys, list creations	Boulder, Colorado
9/06- 3/2010	Target Merchandising Brand Team Member: Categorizing garments, merchandise organization, cashiering, stocking, rotation of merchandise, telephone operator, fitting room attendant, general presentation improvement, price adjusting, customer assistance, employee instructor	Westminster, Colorado