

Cherie Bess

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Professional Summary

To give my unconditional service and support to the position through providing a great deal of leadership skills, efficiency, and punctuality while functioning with high energy and devotion to the tasks at hand.

Authorized to work in the US for any employer

Work Experience

HR Executive Administration

BAE Systems-Westminster, CO

November 2021 to Present

Hours worked/week: 40

- Supported the Human Resource Business Partners and Executive Leadership Team with the following:
- Conduct employee investigations
- New hire orientation lead
- Data entry/management of HRIS/upkeep of team spreadsheets
- Led Business Partner and Leadership meetings/Created and distribution of meeting minutes
- Report analytics including V Lookups
- Made Travel arrangements for upper management
- Supply ordering
- Distribution and approval of retirement flyers
- Create and distribute employee termination paperwork/mailings and conduct exit interviews
- Survey creation and distribution
- Upkeep of HR Sharepoint documents
- Processes invoices and expense reports
- Newsletter creation and distribution
- Event planning and catering coordination

HR Intake Coordinator/Payroll Specialist

PASCO Home Health

November 2018 to November 2021

Hours worked/week: 40-45

- ✓ Prepared and submitted payroll for 300+ employees using Paylocity software
- ✓ Upkeep of HRIS management systems
- ✓ Onboarding duties including interviews, orientation, background and reference checks
- ✓ Maintained and organized employment documents in accordance with legal requirements ensuring completeness, currency and accuracy of all personnel files
- ✓ Monitored Continuing Education Units (CEU's)

- ✓ Detected and prevented compliance violations through auditing procedures
- ✓ Creation of company documents, spreadsheets and reports
- ✓ Assisted employee needs through phone and email communication
- ✓ Upheld employee and client confidentiality through following HIPAA guidelines in all aspects of the position

Office Manager and Human Resource Coordinator

Home Water Solutions, LLC

February 2018 to January 2019

Hours worked/week: 40

- ✓ Organized and conducted HR duties for 100+ employees including recruitment and selection, onboarding and payroll
- ✓ Daily management of HRM systems, company website and email
- ✓ Spearheaded implementation of Service Titan service management software
- ✓ IT management of phone and computer systems
- ✓ Document and report creation
- ✓ Redevelopment of employee handbook and company procedures
- ✓ Receptionist duties and appointment scheduling
- ✓ Inventory management/ordering office and warehouse materials
- ✓ Coordinated and led company meetings

Welcome Center Co-Manager

The Wild Animal Sanctuary-Keenesburg, CO

April 2016 to August 2017

Hours worked/week: 40

- ✓ Kiosk administration and customer service duties
- ✓ Sales and inventory management using QuickBooks
- ✓ Educated public on the captive animal crisis and conservation efforts
- ✓ Assisted in the organization and production of all sanctuary events

Manager

PetSmart-Arvada, CO

October 2015 to February 2017

Hours worked/week: 40

- ✓ Supervised pet care and cashier departments
- ✓ Monitored the health and safety of all store animals through daily inspections
- ✓ Led the store adoption program through partnering and coordinating with local shelters
- ✓ Taught employee's proper animal care and medication administration techniques
- ✓ Enforced standards of store cleanliness and monitored stock of all store products
- ✓ Provided customers with accurate information needed to provide a lifetime of care for their pets
- ✓ Customer assistance including problem/complaint resolution

Children's Fitness Instructor/Shift Lead

My Gym Children's Fitness Center-Arvada, CO

August 2015 to October 2016

Hours worked/week: 30

- ✓ Led fitness, gymnastics, dance, pre-school, camps and birthday parties for children aged 6mo-13yrs

- ✓ Performed administrative duties including scheduling, enrollment sales, payment processing and expert knowledge of online management system
- ✓ Maintenance of all gym equipment and facilities ensuring a safe and hygienic environment for students and parents
- ✓ Developed and administered pre-school and camp curriculum
- ✓ Effectively trained and mentored new staff members

Environmental Educator

CSU Environmental Learning Center-Fort Collins, CO

May 2014 to August 2016

Hours worked/week: 25-40

- ✓ Helped foster the organization's mission to connect all publics with nature by preparing and delivering inclusive, safe and interpretive educational programs about Colorado's natural environment, and incorporating sound research and practice into lesson plan curriculum
- ✓ Performed front-desk and administrative duties including bookkeeping and registration
- ✓ Worked closely with schools and groups to develop programs that meet their educational needs
- ✓ Helped coordinate and manage volunteer work/projects
- ✓ Distribution and data entry of visitor use surveys
- ✓ Led and participated in community outreach events as a representative of the organization
- ✓ Assisted with natural area trail and facilities maintenance
- ✓ Helped monitor property and assisted in rule/recreation enforcement
- ✓ Developed interpretive signs and revamped classroom to include interactive educational exploration stations
- ✓ Led classes outdoors in a variety of weather conditions

Set up Crew

CSU Athletics Facilities Department-Fort Collins, CO

August 2011 to May 2015

Hours worked/week: 20

- ✓ Set up/take down equipment for all Colorado State University sporting and non-sporting events at Moby Arena and Hughes Stadium
- ✓ Facilities maintenance
- ✓ Trash collection and cleaning of all restrooms and locker rooms
- ✓ Experience using power washing machines

Environmental Educator Intern

CSU Environmental Learning Center-Bald Head Island, NC

May 2014 to August 2014

Bald Head Island Conservancy Hours worked/week: 45

- ✓ Front-desk and office-oriented work at the BISC Information Center-collected payments and registration forms, answered phones and visitor questions and replied to emails
- ✓ Performed receiving, retail and sales duties at the Turtle Central Gift Shop
- ✓ Helped foster community-based barrier island conservation, preservation, research and education through development, implementation, and coordination of its diverse education programs and activities for island visitors including: kayaking, hands-on dissections, summer camps for children ages 3-15, nature hikes, island nature tours, and short lectures and demonstrations on such topics as mammals, invertebrates, reptiles, sea turtles and barrier islands to the public
- ✓ Maintenance and care of reptile/saltwater fish and invertebrate tanks-including feeding, cleaning, water quality measurements, handling and creating habitat displays
- ✓ Developed, executed and presented an individual public relations research project, presented results to the community, and prepared a follow-up proposal based on the results

- ✓ Facilitated in the operation of the nationally recognized Sea Turtle Protection Program through monitoring, recording and flipper tagging of adult and hatchling sea turtles
- ✓ Shadowed bird of prey, white tailed deer and sea turtle necropsy's

Husbandry Volunteer

Rocky Mountain Raptor Program-Fort Collins, CO

August 2013 to August 2014

Rocky Mountain Raptor Program Hours worked/week: 10

- ✓ Birds of prey rehabilitation and public education/outreach
- ✓ Helped maintain medical records for all patients
- ✓ Administered necessary medical procedures and recorded health observations
- ✓ Husbandry duties including food preparation and distribution, and maintaining clean rehabilitation areas
- ✓ Gained knowledge in birds of prey nutrition and diet, avian diseases, ornithology, wildlife rehabilitation, natural history and identification

Education

PHR in Professional in Human Resources

HRCI - Colorado

Present

Bachelor of Science in Environmental Science

Colorado State University - Fort Collins, CO

May 2015

Skills

- HR experience including management of Human Resource Information Systems, payroll processing, employee relations and recruitment and selection
- Expert knowledge of ADP and Paylocity payroll processing systems
- Computer literacy in Microsoft Word, Microsoft Publisher, PowerPoint, Excel, Scheduling programs, QuickBooks, Online Management Systems and IBM SPSS Statistics Programs
- Project development and implementation
- Planning and organization of company events
- PHR - Professional in Human Resources (5 years)
- Employee Orientation
- Management
- Time management
- Communication skills
- GAAP
- Budgeting
- Administrative experience
- Personal assistant experience
- Microsoft Outlook

- Recruiting
- ATS
- Customer service
- ADP
- HR sourcing
- Supervising experience

Certifications and Licenses

SHRM Certified Professional

Professional In Human Resources