

ANA HERNANDEZ
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Professional Summary

Motivated Bilingual Administrative Assistant with more than four years of experience in interviewing candidates, screening applications, multi-tasking, clerical, data entry, with extensive employee relations.

Skills

Good judgment	Interviewing applicants
Hiring and retention	Clerical, phones, customer service
Compensation/payroll	FMLA regulations
Employee relations	Benefit Plans
Union Labor Agreement	Policies, procedures, laws
Regulatory Compliance	Highly Organized
Personal records maintenance	MS Office Proficiency
New hire Orientation	Data Entry/Employee Data Base
Exceptional interpersonal skills	Invoicing
Timekeeping/timecards	Job Verifications
Transfers, Promotions, absences, translating	Department of Labor Investigations

Work History

Human Resource Supervisor Colorado Premium Foods-Greeley, CO	12/2008 to 8/2013
Provided assistance to HR Director/Safety Director. Interviewed, hired, oriented employees for production. Conducted investigations on employee relations. Established human resource and payroll policies and procedures. Translated documents from English to Spanish. Job verifications, Department of Labor laws and regulations. Assisted daily with phone inquiries, clerical, fed ex, received customers/employees. Kept conversation confidential at all times. Processed payroll, entered vacations, PTO, commission, bonus, deductions, and earnings.	

Rubadue Wire-Greeley, CO	10/2006 to 11/2008
Quality Assurance Technician who checked high quality wire used for hospitals, cell phones companies and police Taser guns. Verified wire was up to specifications, tested, and entered all data for shipping.	

JBS-Greeley, CO	6/2002 to 4/2006
Production supervisor who was assigned some 65 employees, timecards, discipline, yields, and specifications. I was also an Export Supervisor who was in charge of all export products being made daily. Was responsible for the specifications as well as training employees on new products. Gave export tours to customers.	

Conagra Foods-Greeley, CO	3/1997 to 12/2001
QA Supervisor with 19 technicians. HACCP/GMP's, monitoring, specifications, managed timecards and upkeep of personal files. Production Supervisor in charge of different areas including Loin table, and packaging.	

References Available Upon Request