

Dear Hiring Manager,

I am writing to express interest within your company and have enclosed my resume so that you might become familiar with my qualifications. I am seeking employment within an organization that has a great culture and not only provides me with stability but the opportunity to grow.

Over the years I have dedicated my professional career to drive production within my team as well as personal production to exceed required performance metrics. I have been a team lead which required me to train and motivate individuals to be successful and profitable employees as well as helping them with job placement for their future careers. My success has been attributed to effective communication and implementing my professional experience in Customer Service, Sales, Recruiting, Finance, and Leadership.

I welcome the opportunity to discuss open positions with you in more detail. I am confident that after reviewing my qualifications you will find me an asset. I look forward to a more formal introduction and thank you in advance for your time and consideration.

Sincerely,

Jeanette Bozonier

720.325.0260

jbozonier45@gmail.com

Jeanette Bozonier
3875 S. Halifax St
Aurora, CO 80013
720 325-0260
jbozonier45@gmail.com

PROFESSIONAL EXPERIENCE

G2 Secure Staff February 2025 - November 2025

Sr. Recruiter/HR Admin in Aviation

- Worked directly with Account Managers, Supervisors, Director, and Regional HR Managers regarding staffing needs for Airports and Airlines throughout the United States.
- Areas of responsibility for staffing needs included DIA, Colorado Springs, Newark, LaGuardia, Boston, and Minnesota.
- Contracted airlines requiring staffing needs were for Lufthansa Airlines, Jet Blue, United Airlines, Spirit Air, Aero Mexico, and Aero India.
- Have a proven track record for high volume recruiting and retention.
- Responsible for hiring airline candidates in the following positions: Supervisors, Sr. Administrator, account managers, wheel chair agents, ramp agents, ticket agents, and security agents.
- Submitted requisition requests for all airline hiring needs.
- Sourced and screened all candidates from Indeed and ADP
- Set up interviews with all qualified candidates between myself, Leadership and HR.
- Submitted all offer letters, drug screens, MVR's and background checks and ensured all candidates were set up with Airport Badging and testing.
- Worked as an HR Admin
- Tracked all new employees on-boarding process once hired.
- Was responsible for conducting all New Hire Orientations and ensured that all employees were set up in ADP to complete Section 1 of the I9.
- Handled payroll issues, submitted stop payments to payroll, ordered pay-cards for missing pay, tracked and submitted all New Hire Orientation hours to payroll and Admins.
- Researched for employees who had missing checks and corresponded with Payroll and Admins.
- Responsible for assisting employees with logging into ADP to complete Section 1 of the I9.
- E-Verify Certified with ADP and was responsible for all Section 2 I9's after New Hire Orientation.
- Ordered all drug screens for employees that were out on FMLA OR FAMLI prior to returning back to work.
- Communicated daily with Regional HR Managers regarding all new hire orientations and hiring needs.

Signal Security

Sr Recruiter/Hr. Admin (Denver and Albuquerque Region) March 2023 to February 2025

- Work closely with COO, Director, and Supervisors regarding all hiring need for the Denver Region and Albuquerque.
- Conduct all phone and in person interviews. Schedule in person interviews with myself, Director, and Supervisors for new applicant Security Guards.
- Full Cycle Recruiter. Ensure that all proper I-9 documents are copied along with their guard cards.
- Prepare offer letters, all new hire documents and submit background checks to new guards
- Schedule appointments for FBI Background Checks and Physicals
- Ensure that all new guards are moving along quickly thru the on-boarding process

- Once cleared to start, I assist with helping new guards start the first half of their new hire training. (Complete at home or in the Office)
- Assist with all new hire Orientation that is held twice a week. (assisting with getting new guards on computers, troubleshooting technical issues)
- Hand out new uniforms, and ensure that all misc documents have been completed
- Help with any payroll issues that guards may have and assist with any information for the COO
- Conduct weekly meetings with COO, Director, Supervisor and Recruiting Director regarding issues or hiring need for each Region (Denver & Albuquerque)
- Post job posting monthly on Indeed and resumes source when needed

Navajo Express

Contract Driver Recruiter - November 2022-March 2023

- Interviewed all new Drivers that applied for a CDL Position across the US
- Insured that all required reports were ran on each driver and properly reviewed (Motor Vehicle record, background, prior drug tests with other employers)
- Submitted to processor for review and approval
- Book all flight travel and hotels for New CDL drivers that were approved to work for Navajo Express
- Ensured New Drivers were all set for orientation and had there trucks assigned before being dispatched off

Reliance Electric

Contract Recruiter – June 2022-October 2022

- Full Cycle Recruiter for Reliance Electric and subsidiaries.
- Responsible for posting jobs and screening resumes for Apprentice, Foreman, Project Managers, Project Estimators, and Journeyman positions.
- Set up all interviews for hiring managers and sat in on the interview process with candidates.
- Assisting in negotiating salaries, prepared all offer letters, and presented them to candidates.
- Ensured that all licensing was accurate and on-boarding documents were submitted.
- Responsible for screening and phone interviewing all candidates including administering an online assessment.
- Handles multiple requests simultaneously and provides professional support to managers.
- Executed strategies to advance company's compensation, people development, and equal employment initiative.
- Coordinated new hire orientation needs (i.e. speakers, travel requests, food, I-9 Verification, etc.).
- Responsible for collection of licensing documents and applicable credentials.
- Performed necessary background checks and verified motor vehicle records.

Kadiant dba Land Park Academy (Fully Remote)

Recruiter – May 2021-March 2022

- Responsibilities included continuance of high volume recruiting and ongoing hiring for Land Park Academy as the main point of contact for all hires.
- Interviewed qualified candidates who were interested in the Instructional Assistants position.
- Initiated online career fairs and posted job requisitions on job boards Indeed, Fetcher, and Hand Shake, etc.
- Provided outreach to local colleges in the Sacramento market specifically Sacramento State, American River College, and Los Rios College.
- Reviewed all applications, interviewed candidates, familiarized new hires on all job responsibilities, worked closely with Campus Director during the hiring process.
- Ensured all COVID protocols and hiring prerequisites were adhered to by all candidates.
- Prepared and extended all job offers to facilitate on-boarding of qualified candidates.
- Responsible for setting up all on-boarding in ATS system (Paycom) while working closely with the On-boarding Coordinator.
- Engaged with Lead Instructional Assistant and Registered Behavioral Therapist to ensure

- successful on-boarding and training of new hires.
- Collaborated with the Regional Director of Land Park regarding upcoming training and hiring needs to guarantee staffing goals were met on a weekly and monthly basis.

Vail Resorts

HR Shared Service Coordinator, Recruiter, and Product Sales Ski School Greeter

November 2016-May 2021 (Remote Recruiter)

- Responsible for high volume recruiting for staffing levels ahead of upcoming ski seasons.
- Interviewed candidates throughout the country for all open positions including Technology Professionals, Maintenance Technicians, Heavy Machine Operators, Engineers, Ski/Snow Board Instructors, etc.
- Extend offer letters, review benefits, and ensure candidates are prepared for the upcoming season.
- Maintain close communication with hiring managers regarding all candidates.
- Facilitated check-ins of guests enrolled in ski lessons for group and private lessons.
- Explained all necessary documentation to guests to ensure full understanding of personal liability prior to lessons and answered all associated questions.
- Provided guidance and directions to guests about their scheduled lessons.
- Maintained communication with all Ski School Supervisors regarding morning check-ins, guest count, no shows, and late arrivals.
- Trained new employees on lesson check-in process and procedures for Ski School.
- Ensured grounds safety protocols were met in regard to snow shoveling in all community and high traffic areas.

Auguste Escoffier School of Culinary Arts

Admissions Representative/Sales and Recruiting Contractor – Sept 2015-September 2016

- Spoke to prospective students throughout the country that were interested in learning about Culinary and Pastry Arts.
- Conducted phone and in person interviews of candidates to ensure they had knowledge of programs offered while assessing if students were a good fit for the learning environment.
- Assisted students with enrollment process, housing, career prospects, and resume writing.
- Took care to ensure that students were prepared to commence classes at the start of term.
- Worked as a cohesive team with Financial Aid Counselors to make sure students had the proper funding to enroll in classes.
- Facilitated campus tours, orientation, and job fairs for all incoming and prospective students.

Jones International University

Senior Sales/Military/Masters of Education Admissions Counselor – October 2009-March 2015

- Provided guidance to prospective and current students on all degrees offered at Jones International University within our School of Business, School of Education, and Programs specifically tailored towards military personnel.
- Conduct telephone interviews with prospective students and set goals for furthering their education.
- Worked with students who were seeking a Business or Education degree at the Bachelor's, Graduate, or Doctorate levels.
- Maintained certification to work with all degrees offered in our School of Education.
- Interviewed prospective students seeking a Masters of Education, licensed educators in K-12 seeking additional education, students seeking their initial licensure in K-12 or Master's degree in Adult Education within various programs that we offered.
- Exceeded my monthly enrollment goals and student starts by 15-20 students monthly consistently.
- Received numerous awards for my job accomplishments as well as student retention.
- Consistently exhibited strong verbal, multi-tasking, customer service, and organizational skills as a team player with a great attitude and friendly personality.

EDUCATION

Currently pursuing a Bachelor's degree in Business Administration and Project Management

SKILLS

Typing 65 WPM ♦ Microsoft Office Products ♦ Calyx Point 7.0 ♦ Empower ♦ Leads 360 ♦ Velocify ♦
SalesForce ♦ Success Factor ♦ Indeed ♦ CareerBuilder ♦ Mintz ♦ HireRight ♦ JJ Keller ♦ Paycom ♦
LinkedIn ♦ ICIMS ♦ Workday ♦ Field Glass ♦ Red Carpet♦TalentReef♦VETTE♦ADP