

# Lexee Marshall, PRC

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## **Professional Experience**

**Vail Resorts Management Company**, Broomfield, CO

***Recruiting Coordinator/Corporate Recruiter***

Sept. 2011 - Present

- Help manage recruiting process for Corporate job openings including posting and sourcing of open positions
- Work with designated hiring managers and Human Resources to review, analyze, and clarify job specifications/requirements
- Work with team to create best practices for corporate recruiting process and SuccessFactors ATS implementation
- Successfully filled Accounting, Finance, Marketing, and high-volume Call Center positions
- Research and implemented scheduling software to be used in conjunction with an ATS
- Partner with Executive administrative staff to ensure business needs are met on a daily basis
- Assist Talent Acquisition team in all scheduling to include: phone interviews, travel arrangements, meetings, and on-site interview coordination
- Manage inbound departmental calls (applicants, potential candidates, etc.)
- Provide periodic program status reports to Talent Acquisition staff
- Assist with the preparation of candidate offer letters
- Prepare travel and expense reimbursement requests
- Administer corporate background checks
- Rectify travel expenses weekly charging out to appropriate departments
- Maintain professional relationships with potential candidates

***Fitness First Inc.*** Buffalo, NY

***Payroll Administrator***

June 2010 – June 2011

- Conduct weekly payroll for 14 athletic clubs in the Buffalo and Rochester area; includes 400 + employees
- Proficient with ESC payroll software
- Proficient with Aphelion timekeeping software
- Proficient with Microsoft Excel, Outlook, Word, & PowerPoint
- Prepares and runs reports weekly using Aphelion
- Verifies payroll weekly for accuracy prior to submitting
- Request manual checks from ESC when necessary
- Assists with projects assigned by payroll manager
- Administers and submits all new-hire paperwork assuring compliancy
- Makes necessary changes including federal, and state tax documents
- Answers employee questions regarding payroll, benefits, and HR
- Maintain all employee files including medical documents, employee coaching notes, pay raises, and commission adjustments
- Ensure all new hires are properly entered into the system and all HR paperwork sent to ESC in a timely manner

***Recreational Equipment Inc.*** Kennesaw, GA

February 2008 – January 2010

***Administrative Specialist***

- Supported the Kennesaw, GA new store opening including screening 600+ applicants
- Supported the store in all aspects of on-boarding and new hire orientation
- Conducted bi-weekly payroll for 50+ employees
- Made edits and verified accuracy of all employee hours
- Processed all HR paperwork and sent to headquarters in a timely manner
- Initiated background checks for all new employees
- Designed and facilitated frontline and customer service training for all new employees
- Processed the daily audit and facilitated banking and auditing training for all new employees
- Monitored and ordered all store and office supplies within the assigned budget
- Screened potential career candidates and conducted interviews

- Coordinated quarterly Safety Committee meetings and store walk-thrus to ensure our store was compliant, also conducted all-store safety training
- Created and maintained employee HR files
- Ensured confidentiality of all employees' HR files including coaching notes, and medical documents
- Maintained the store's monthly and annual operation and administrative budget
- Decreased spending by 25% as a store in both the operations and administrative accounts
- Reviewed the operations and administrative G/L accounts monthly for accuracy
- Held the store credit card and reconciled on a monthly basis keeping track of spending and balancing account with corporate staff
- Helped write and distribute monthly employee newsletters, and fliers
- Designed and implemented new-hire orientation brochures
- Supported Management team in their absence served as acting Manager
- Key Holder; opened store on a daily basis
- Endorsed for Management

**Georgia State University**, Atlanta, GA

June 2006 – July 2007

**1<sup>st</sup> Assistant Volleyball Coach**

- Managed travel budget and hospitality accommodations
- Directed team manager regarding equipment maintenance and facility upkeep
- Developed meal plans & workout programs that met NCAA regulations
- Coordinated and maintained relationships with current and prospective student athletes in compliance with NCAA rules
- Recruited these student athletes year-round in accordance to NCAA rules and regulations
- Researched and implemented new video editing software applications which became standard for the entire athletic department
- Organized promotional activities and marketing schemes for home matches
- CPR/First Aid Certified, NCAA Certified

**ACTIVITIES**

Skiing, Snowboarding, Playing Volleyball, Reading, Running, Hiking, Trail Running, my dogs & family

**EDUCATION**

**Belmont University**, Nashville, TN

*Masters: Sport Administration*

**University of Alabama**, Tuscaloosa, AL

*Bachelors: Early Childhood Development*

**ADDITIONAL SKILLS**

**Professional:** Microsoft Office, Taleo, SuccessFactors Applicant Tracking System, Peoplesoft HRMS & Financials

**Personal:** Team player, works well under pressure, approachable, hard worker, motivator and coach.