

MEGAN RATHMANN

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PROFESSIONAL SUMMARY

Motivated and detail oriented Human Resources professional with three years of Human Resources and five years of administration experience, focused on developing efficient processes using knowledge of recruiting, employee relations, training and development, and reporting. People oriented professional with the proven ability to establish and maintain relationships and successful employee engagement. Excellent problem-solving, multi-tasking, and prioritizing skills with the ability to adapt to any environment. Well established in administrative environments that are fast-paced and challenging. Bachelor's Degree in Business Management with an emphasis in Human Resources.

EXPERIENCE

HUMAN RESOURCES COORDINATOR, GJ MAC CORPORATION

SEPTEMBER 2021 – CURRENT

- Assist and act as a resource in all human resources-related tasks for over 900 employees, including assisting with payroll, explanation of benefits/policies, training, investigations, and documentation.
- Protect operations by keeping information confidential.
- Execute full cycle recruiting for 16 locations - sourcing, interviewing, onboarding, and conducting orientation.
- Lead candidates through the hiring process, providing exceptional candidate experience through communication and responsiveness.
- Consult with and advise managers on trends, retention, hiring practices, and policies, including presentation design and delivery.
- Ensure compliance with all Federal and State labor laws and regulations.
- Accurately maintain human resources and employee records.
- Standardize applicant tracking system processes and train team members on system updates and enhancements.

ADMINISTRATIVE ASSISTANT, NATIONAL WOOD PRODUCTS

AUGUST 2020 – SEPTEMBER 2021

- Answered and directed calls to appropriate department and staff.
- Contacted customers regarding orders and payment.
- Processed payments.
- Human Resources liaison - maintained communication between HR and Denver office staff, onboarded all new hires, and conducted interviews.
- Processed shipping requests and routed mail.
- Communicated with customers and processed special orders through third-party vendor.
- Organized and scanned invoices.
- Ordered and maintained office/break room supplies.
- Scanned and emailed invoices directly to customers, maintaining contact if any questions arose.
- Maintained vendor accounts.
- Received/processed POs.

ADMINISTRATIVE ASSISTANT, TOPGOLF

JUNE 2019 – MARCH 2020

- Assisted with the opening of a new venue and onboarding of over 500 new associates.
- Assisted Human Resources Manager with payroll and documentation.
- Maintained employee records.
- Ordered office supplies and coordinated office/venue celebrations.
- Answered and directed calls to appropriate department.
- Processed invoices.

SERVER, CINZETTI'S

FEBRUARY 2012 – MARCH 2020; MARCH 2021 – SEPTEMBER 2021

CLOSED DUE TO COVID IN MARCH 2020 AND REOPENED IN MARCH 2021

- Provided excellent customer service to every guest.
- Took accurate orders and delivered in a friendly and timely manner.
- Considered the top 30% of staff consistently every 6 months of employment.
- Closing server – responsible for ensuring all servers complete nightly duties and balancing the drawers, safe, and cash.

EDUCATION

FEBRUARY 2018

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT (CONCENTRATION IN HUMAN RESOURCES)

COLORADO STATE UNIVERSITY

SKILLS

- Exceptionally detailed
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Google Suite
- Adobe
- Excellent interpersonal skills/customer service
- Staff recruiting, interviewing, and retention
- Team building and leadership
- Human Resources Information Systems (HRIS) and Applicant Tracking System (ATS) management
- Reporting
- Payroll and benefits experience