

MELANIE VASTARDIS

heymelanie@yahoo.com / 720-982-0768

PROFESSIONAL SUMMARY:

- Self-driven and resolute professional with proven skills in being the first point-of-contact, Human Resources assistance, onboarding, employee retention, recruiting, bookkeeping, accounting, purchasing, calendar management, data-entry, filing, binding, laminating, and event planning.
- Strategically developing and improving work performance, sales, marketing, customer service, time management/organization, with the ability to work well in demanding environments.
- Proficient with MS Suite, and various accounting projects which include purchasing, coding, spreadsheets, check requests, budget analysis/research, and organizational charts
- Possesses strong customer service skills and have developed & maintained documents such as meeting minutes, drawings, specifications, contracts, and approvals.

SKILLS:

- Stellar Customer Service
- PBX/VoIP - Multiline Switchboards
- MS Suite: Word, Outlook, Excel, PowerPoint
- Human Resources: Misc. Services, Onboarding
- File Management/Data Retention
- Accounts Payable/Accounts Receivable
- Bookkeeping; QuickBooks Software

PROFESSIONAL EXPERIENCE:

AMERISTAR CASINO (Black Hawk, CO)

May – Dec. 2021

HR Coordinator

- Managed onboarding for all employees including, photos, badging and wardrobe, utilizing the HRIS (i.e., UltiPro, ICIMS, Avigilon, PSISafe)
- Created onboarding packets for new hires
- Performed new hire orientation weekly with 10-20 new employees in each class
- Performed data-entry, copying, filing, laminating
- Compiled HR onboarding data into spreadsheet used for recruiting
- Assisted with recruiting efforts, req management, and coordinating interviews
- Filtered employee relations issues to appropriate HRBP or Manager
- Follow-up on employee relations paperwork
- Coordinate employee assistance fundraising events

MARATHON PETROLEUM CO. (Denver, CO)

Oct. 2018 – Oct. 2020

Receptionist / HR Assistant

- Front desk reception for the Denver corporate office (10 Floors / 500+ employees)
- Managed PBX/switchboard for 40,000+ employees/consultants located throughout 20+ states

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- Worked daily with property management; issue/track access badges, parking access/validations, work orders, and cleaning needs and/or issues.
- Compiled HR New Hire Orientation/Onboarding packets
- Performed data-entry, copying, filing, binding, and laminating
- Facilitated company/employee events, holiday parties, catered luncheons, meetings, and seminars
- Purchased and distributed office and kitchen supplies
- Mailroom Coordinator backup: Shipping/Receiving/Logistics
- During 2020 Covid Quarantine: Considered Essential Critical Workforce

PIE CONSULTING & ENGINEERING (Golden, CO)

Jan. 2015 – Dec. 2017

Receptionist / HR Assistant

- Front desk reception for the corporate office of 40+ employees
- Managed multi-line switchboard for 100+ employees/consultants located throughout five states.
- Managed HR and Administrative calendars
- Recruiting for all levels of business utilizing job sites, career fairs, and network
- Purchasing: branded clothing, promotional items, business cards, and miscellaneous swag
- Coordinated company events, birthday parties, catered luncheons, meetings, lunch & learns
- Main contact for all shipping and receiving along with maintenance of Pitney Bowes postage meter
- Performed data-entry, copying, filing, binding, lamination
- Backup for fleet maintenance and fleet scheduling
- Miscellaneous IT assistance

BEYOND GRAPHICS, SCREEN-PRINT, EMBROIDERY & PROMO PRODUCTS (Arvada, CO)

Dec. 1999 – Jan. 2013

Owner / Partner

- Served as first point-of-contact and voice of the company for everything.
- Performed all bookkeeping using QuickBooks Software
- Managed all projects from conception to completion
- Managed all accounting: AP, AR, Payroll, Taxes and Collections
- Managed all sales: work orders, purchasing, purchase orders, data entry, copying and filing
- Managed human resources and employee retention and recruiting efforts
- Worked with event planners for shipping, receiving and logistics
- Produced as Screen-Printer (manual/automatic presses) and Embroiderer (multi-head machines)
- Distributor for the Advertising Specialty Institute (ASI) - Offering 300,000+ promotional products
- Approved vendor for NFL, NHL, MLB

INLAND DESIGNS, SCREEN-PRINTING (Englewood, CO)

Feb. 1995 – Nov. 1999

Receptionist / Sales / Screen-Printer

- Managed front desk reception as first point of contact on multi-line switchboard
- Performed customer service, sales, and accounting duties such as AP/AR, invoices, work orders and purchase orders
- Maintained filing system, copying, scanning, and lamination projects
- Served in role as screen-printer on both manual and automatic equipment