

Melissa Gonzalez

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EDUCATION

University of Colorado Denver - Business Administration Bachelor's
2010-2015

- Emphasis: Human Resources Management
 - Minor: Psychology
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Bilingual: English/Spanish

WORK EXPERIENCE:

Kelly Services - Administrative Assistant (Temp)
June 2017 to Present

- Covering Front Desk Receptionist
- Answering incoming calls
- Greet visitors and direct them to proper departments
- Assist HR with report updates
- Stock and place office supply orders from EON and Canteen
- Assist accounting with check registry for incoming and outgoing checks
- File HR files, Purchase orders, and invoices
- Place lunch orders for meetings
- Manage mail daily, stamp, and sort
- Use intercom to page office and warehouse

Robert Half - HR Assistant / Payroll
August 2016 to June 2017

- Assist with HR day to day function
- Process New hire paperwork, Background checks
- Scheduling drug test screening
- Execute different HR projects, and assist in office events
- Employee Relations
- Data collection and data entry
- Employee Time corrections
- Processing Biweekly payroll for Salary, E-Z labor, and commissions employees
- Run and update reports
- Process shipments
- Assist accounting by filing documents

Sales Partnerships Inc. - Human Resources Administrator
January 2016 - May 2016

- Employee relations
- Assist Director in projects
- Assist in new hire orientations
- Process applications and backgrounds
- File and prepare new hire packets
- Conduct drug tests
- Data entry and update files
- Attend meetings
- Benefit enrollments

The Service Companies - Human Resources Associate
May 2015 - January 2016

- Recruiting, call logs, distribute flyers, job fairs
- Schedule and conduct interviews
- Run e-Verify reports
- Enter background checks
- Process applications, and new hire documents
- Employee relations
- Update applicant tracking
- Orientations

Omni Interlocken Resort - GRD / Customer Service
October 2011 - April 2015

- Answering incoming calls attentively
- Everyday communication and interaction with guest at a personal and professional level.
- Being attentive to customers' orders and provide the appropriate action
- Working and communicating with multiple departments
- Working in a fast pace environment
- Handled payment transactions
- Train new team members

Dillard's - Customer Service and Sales Associate
April 2010 - October 2011

- Problem solving
 - Handling stressful situations while maintaining a positive attitude.
 - Training other sales associates
 - Responsible for managing phones
 - Assist customers with payment transactions and suggest products & services.
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SKILLS/SOFTWARE

- Job Posting — Taleo, Jobposting.com, Colorado Workforce
- Background Checks — Hire Right, Universal, Enforce Workforce Mgmt.
- HRIS — Paychex, Flowfinity, Tempbase, ADP
- Payroll — PayChex eService, ADP, DSD
- Drug testing - Choice Screening, Universal, Assuirt
- Google Excel (Applicant Tracking, Scheduling, Call Log)
- Google Voice & Google Voice App
- MS Word, Excel, Powerpoint
- PaperPort, Fox it, Cam Scanner App
- Clear View Adult Site (FedEX shipping labels)