

PROFESSIONAL PROFILE

Possess the highest level of integrity, confidentiality and professionalism. Detail oriented. Exceptional customer service skills. Self-starter who is a quick study with the ability to multi-task, be creative, and help reduce overhead.

EXPERIENCE**SPECIALIZED LOAN SERVICING LLC (SLS)****January 2012 – April 2014****SLS – Human Resources Business Partner & Generalist**

- October 2012 – April 2014

Promoted to fulfill a broad range of HR functions, including assessing risk/acting as an advisor to the business, overseeing disciplinary action, coordinating leave of absences (LOAs), managing HR records, training employees, and attending continuing education courses to ensure all practices are up to date and in compliance with state regulation.

SLS – Recruiting Coordinator

- January 2012 – October 2012

Manage candidates (pre-screen, decline, forward to manager, etc...), schedule & pick up candidates for interviews, extend offers, administer in-house testing, manage RFO process (backgrounds, references, credit), conduct on-boarding for new-hires. Run various reports for the Recruiting Department including year-end. Post positions on various sites (Monster, CB, CL, etc...). Manage temp process (hiring, terminations, processing, tracking, etc...) and various other tasks, as needed by the department.

SUMMIT STAFFING - TEMPORARY ASSIGNMENT**May 2011 – December 2011****Kaiser Permanente – Administrative Assistant to the Director of Business Configuration**

Duties include managing calendars and schedules, obtaining meeting rooms for the Director and managerial staff, sorting emails for Director, creating WebEx meetings, processing On-Boarding requests for new hires, temporary employees, etc..., managing and obtaining access for employees within the KPIM website, ordering and keeping inventory of office supplies, organizing catering orders, creating daily HIP Inventory Reports in Microsoft Excel, creating Visio charts and other charts, as needed, able to work in a quick pace environment with creative solutions to new tasks, and various other tasks.

AJILON FINANCE - TEMPORARY ASSIGNMENT**September 2010 – April 2011****Red Robin Gourmet Burgers – Payroll Specialist**

Managed support for 61 restaurants nation-wide. Reports, auditing of entry, obtaining/processing required documents, managing garnishment processing/entry, running payroll bi-weekly, all correspondence in connection with the support of the restaurants, training and assisting in the transition of the KRONOS deployment, W-2 support, data entry, filing, TERM logging, MIT (Manager in Training) logs, and various other daily tasks, as needed.

MOUNTAINVIEW CAPITAL GROUP, LLC (MVCG) – Denver, CO**Feb. 2008 – March 2010**

MVCG - HR Coordinator: Assisted in recruiting efforts, prepared and reviewed all new hire paperwork during the orientation process, assisted employees with benefit questions, coordinated unemployment claim responses, audited employee files, and maintained HR files. Experience transitioning employees to a new medical plan/carrier.

MVCG - Executive Assistant: Provided assistance to the CEO, CFO/COO, Principal, General Counsel and Vice President/Human Resource. Project Management. Managed all daily office tasks including travel arrangements, appointment scheduling, phone lines for all noted above, correspondence, office supplies/appearance, mailings, subscription renewals. Organized events, including catering and travel correspondence for guests. Logging AR/AP. Created a stress-free environment by assisting in any way necessary.

SKILLS

PeopleSoft	Excellent Phone Etiquette (Multi-line System)
Excellent Organizational Abilities	E-Verify
Microsoft Office Applications Lotus Notes	Reporting Experience in Microsoft Excel (including pivot tables, etc...)
GoldMine (sales) Database Application	KRONOS Infinium KPIM Ceridian ProveIt! 4.0 Dropbox
Mortgage Bankers Association	Ricoh Copier Application
Creative Problem Solver	Manage Schedules
Data Entry and Database Management	Maintain Professional Demeanor

EDUCATION

University of New Mexico