

Chelsea M Ramirez

906 Perla #20 Pasadena, TX 77502 | 832-883-2822 | chelschels1008@gmail.com

Objective:

- To work in an established and professional environment where my knowledge and experience can expand within the company.

Education:

- Class of 2009 graduated from Pasadena Memorial High School

Skills & Abilities:

- Three (3) years' experience as a recruiter collecting information and data for a research company.
- Familiar with Microsoft Office, Excel, Power Point, Word, etc.

Work Experiences:

August 2010 – October 2013 | Plaza Research Houston

Recruiter

- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; maintaining rapport.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.
- Arranges management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews; arranging community tours.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Manages new employee relocation by determining new employee requirements; negotiating with movers; arranging temporary housing; providing community introductions.
- Improves organization attractiveness by recommending new policies and practices; monitoring job offers and compensation practices; emphasizing benefits and perks.
- Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching.
- Avoids legal challenges by understanding current legislation; enforcing regulations with managers; recommending new procedures; conducting training.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes human resources and organization mission by completing related results as needed.

June 2010 - February 2011 | Fiesta Mart

Cashier

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Greet customers entering establishments.
- Maintain clean and orderly checkout areas.
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.

References available upon request