

Adan Favela

Bennett, CO | (303) 472-5641 | Favela5280@gmail.com

OBJECTIVE

Bilingual professional looking to expand my recruiting skillset. I enjoy problem solving in both team and individual settings.

SKILLS & ABILITIES

- Bilingual – Spanish
 - Recruiting/HR Procedures
 - Multitasker
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EXPERIENCE

Recruiter

Garney Construction – Littleton, CO

February 2021 - Current

- Source candidates through Indeed
- Conduct phone screens and ensure candidates fit Garney's values and culture
- Responsible for recruiting efforts in CO, VA, TN, MD, AL, and GA
- Coordinate and run hiring events at schools and on job sites
- Handle the onboarding/offboarding for new hires
- Conduct exit interviews
- A part of the recruiting council and benefits committee

Utility Locate Technician

SiteWise

November 2020 – February 2021

- Worked independently to locate buried gas lines
- Followed regulations and strict guidelines in accordance with the Xcel Energy HIP program

Court Processor

ExpressToll

November 2018 – November 2020

- Assisted customers in paying, reviewing, and understanding toll bills
 - Assisted with opening and maintaining Express Toll accounts
 - Processed court dockets for judge review process
 - Removed registration holds that were placed due to unpaid tolls
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EDUCATION

High School Diploma