

Luis Tapia

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Work Experience

Human Resources Assistant

CMC | Kankakee, IL

April 2024 to September 2025

Facilitated end-to-end recruitment operations, actively participating in candidate interviews, managing onboarding logistics, and coordinating new-hire packet distribution.

- Served as primary bilingual liaison, providing fluent English/Spanish translation to support Spanish-speaking employees during onboarding, training, and daily operations.
- Administered employee benefits enrollment, guiding personnel through options, answering eligibility questions, and ensuring accurate document submission.
- Managed sensitive employee records with high confidentiality, overseeing the scanning, copying, and organized filing of personnel documentation.
- Conducted objective workplace investigations into employee conflicts, resolving issues efficiently to maintain a positive and compliant work environment.
- Coordinated cross-departmental communication and partnered with onsite managers to resolve personnel inquiries and support operational needs.

Human Resources and Sales Assistant

Colmac Coil | Paxton, IL

November 2021 to February 2024

Recruitment & Staffing: Coordinated end-to-end recruitment efforts by posting open positions across corporate social media channels, sourcing talent, and facilitating staffing requests.

- Onboarding & Training: Conducted comprehensive new-hire orientations, managed safety/training documentation, and accurately logged Standard Operating Procedures (SOPs) into the Matrix database.
- Bilingual Support: Acted as a bilingual liaison, translating key information and facilitating interviews for Spanish-speaking candidates and employees.
- Payroll & Benefits Administration: Supported payroll processing utilizing ADP and assisted with the execution of employee benefits and 401k informational meetings.
- Interdepartmental Operations: Partnered with the Sales department to process invoices, assisted the Marketing team with promotional tasks, and handled administrative projects to support overall business needs.
- Employee Relations & Advocacy: Conducted objective investigations into workplace conflicts and served as a key point of contact for onsite managers regarding employee inquiries.
- Records Management: Handled high-volume data entry, document scanning, and confidential filing for employee personnel, safety, and training records.

Meat Cutter

Best supermarket | Onarga, IL

June 2016 to August 2021

Operated and maintained commercial meat processing machinery, including grinders, band saws, patty machines, and tenderizers.

Prepared, portioned, and wrapped various meat products, utilizing precision scales to ensure accurate pricing, labeling, and secure packaging.

Maintained high-quality product presentation by periodically monitoring, organizing, and restocking display cases to drive sales and ensure inventory freshness.

Delivered exceptional customer service by assisting guests with custom cuts, answering product questions, and fulfilling special orders.

Enforced strict sanitation and safety standards by performing daily deep cleaning of workstations, knives, and machinery in compliance with food safety regulations.

Demonstrated strong physical stamina and safe lifting techniques by regularly handling bulk meat shipments and product cases weighing over 50 lbs.

Exercised sharp decision-making and situational awareness when operating hazardous equipment to ensure a zero-accident work environment.

Processed and prepared cuts of pork, chicken, and beef, including precision cutting, trimming, and tenderizing to meet department standards.

Managed daily preparations, including grinding beef, producing custom pork sausage, and forming hamburger patties.

Collaborated closely with team members to ensure seamless department operations, providing cross-functional support on beef cuts as needed.

Team Member

Subway | Gilman, IL

January 2014 to January 2016

Promoted to Trainer and Supervisor within one year of employment, taking responsibility for onboarding, training, and guiding new team members on operational standards.

- Delivered exceptional customer service in a high-volume, fast-paced environment, ensuring order accuracy and building positive customer relationships.
- Maintained cash register accuracy daily, utilizing strong mental math and point-of-sale skills.
- Managed daily inventory tracking and detailed documentation to minimize waste, monitor stock levels, and ensure product freshness.
- Prepared fresh food daily and managed stock replenishment, adhering to strict food safety guidelines and presentation standards.
- Maintained pristine workstation sanitation by cleaning, sanitizing, and organizing prep areas in compliance with health department regulations.

Education

Business Administration (Associate's degree)

Parkland College | Champaign, IL

September 2019 to Present

High school diploma

Iroquois West High School | Gilman, IL
August 2012 to May 2016

Upper secondary education

Skills

- Human resources
- English
- Communication skills
- Time management
- Hand tools
- Microsoft Word
- Bilingual
- Typing
- Administrative experience
- Mechanical knowledge
- Managing customer accounts
- Organizational skills
- Analysis skills
- Employee orientation
- Payroll
- Customer inquiry handling
- Attention to detail
- Account management
- Negotiation
- Blueprint specification interpretation
- Interviewing
- Sales
- Microsoft Office
- Business development
- Spanish
- Recruiting
- Anatomy knowledge
- Power tools
- Customer service
- Customer relationship building
- Computer operation
- Client relationship development
- Climbing
- Microsoft Excel
- Inside sales

Languages

Spanish - Fluent

Certifications and Licenses

Professional In Human Resources

First Aid CPR AED

November 2022 to November 2024

Driver's License

First Aid Certification

CPR Certification

Additional Information

Authorized to work in the US for any employer