

Sharolyn J. Riddle
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HIGHLIGHTS OF QUALIFICATIONS

- Problem Solver; Flexible; Strong Pressure Performance; Professional Demeanor; Reliable
- Excellent Communication Skills; Self-Motivated; Multitasker, Team Player
- Aptitude for Technology; Ability to Quickly Comprehend New Software and Concepts

Mar. - June 2019
Aerotek (Contract)

Human Resources / Recruiting Assistant

Supported HR Generalist and Recruiting/Career Development position.

Under direction assisted with the following tasks:

Updated spreadsheets in Recruiting Activity Reports from company and contract recruiter; preparation of draft new hire offer letters; emailed screened candidates about interest/availability to interview; scheduled potential candidate interviews in Microsoft Meeting calendar with manager(s) in appropriate time zones with required attachments (utilizing WebEx conference software); email candidates with phone, in-person or video conferencing information; audit of new hire paperwork for completion and communication with candidate for missing documentation; coordination with home office for any lodging or travel accommodation for new hire employees; emailed new hire employees with Day One training schedule and any lodging/travel accommodations. Assistance with converting and format accuracy of job descriptions from SharePoint system to UltiPro system. General duties and projects as directed by local manager and/or out-of-state home office personnel.

Nov. 2017 - Feb. 2019
Altamira Specialty Food

Order Processor; Adm. Asst.

Import online orders from customers/sales representatives; processed load sheets and invoices; preparation of daily paperwork/manifests for drivers; checked in drivers upon completion of routes; communication with Operations Mgr. with any route issues. Sales support to five Colorado and two New Mexico representatives; managed daily sales telephone inquiries regarding products. Intake/processing of telephone orders on house accounts; coordination with warehouse for customers coming in to pick up orders; file maintenance; process UPS & FedEx shipments. Printed/organized invoices for supplement products on routes. Daily support of President, Office, Sales, Operations Managers and Accounts Payable with projects. General front desk duties.

Jan. - Oct. 2017
Dale M. Long, CPA;
Choice PS, Inc.

Administrative Assistant; Payroll Clerk; Receptionist

Receptionist duties (both companies); scheduling of business/individual appointments for CPA; support to out-of-state preparer; scan and assembly of tax returns (compilation of pertinent documentation; billed time); notified clients of completed returns and reviewed filing guidelines for government entities; assembled monthly bookkeeping reports; file/computer maintenance of returns. Entry/assembly of sales taxes and other general duties. Coordination with Payroll Manager with projects; Assembly of payroll and distribution to company/individual via pickup or UPS.

Feb. 2016 - Jan. 2017

Part-Time Driver

Dents, Inc. Shuttle cars to/from local area car dealerships/customer. Provide backup front desk coverage.

February 2012 - 2016 Retired

May 2011 - Jan. 2012 **Temporary Legal Office Administrative Assistant**
Robert Half (Legal) Coverage of law firm assignments (duration one day to several months).

Oct. 1988 - Apr. 2011 **Legal Administrative Assistant; Personnel / Recruiting Assistant; Paralegal; Receptionist**
Various Law Firms Basic law firm duties and projects for each position held.

Computer Programs

Microsoft Office: Outlook; 365; 2016, 2013; Excel; PowerPoint; Publisher; OneDrive; OneNote 2016; WordPad; Adobe Acrobat 2017; Word: 2010, 2007, 2003.
WordPerfect 2002; Office XP, Windows 2007, 2010. GroupWise. Snip & Sketch.
PC Docs 3.1; Docs Open 3.7 1/2; 3.2.2; Worldox GX; Workshare Delta View; Olympus DSS; eTranscript Viewer; Amicus; Summation; Access.
Lexis/Nexis File/Serve; Pacer/CM ECF; ICCES Filing System; Super Forms; Family Law Financial Affidavit Program.
Javelan, Distributed Time Entry; ProLaw; CMS, CompuLaw; Time Slips.
NECS Entree Food Distribution Software.
UltiPro (HR software); SharePoint; Skype for Business.
Cisco Telephone.

Seminars

Business Grammar and Usage;
Communication, Humor and Risk Management Seminar;
Litigation Skills for Legal Support Staff; Webcast Federal Court Deadlines.

References Upon Request