

Yvette Alvarez
720-218-8249

OBJECTIVE:

To obtain a secure position with a growing company, with the ability to fully utilize my training and skills, while making a significant contribution to the success of the company.

Nutrien

2/23- 11/23

HR Data Administrator
Loveland, Co 80524

- Process high volumes of data transactions to support a variety of stakeholders.
- Support a variety of inquiries received by telephone or the case management system from Employees, Supervisors and HR colleagues in relation to HR or Payroll Policies and Processes
- Perform all job-event HR transactional and data entry changes (excluding HR Staff) for Hires (including I9 process and New Hire Benefit Enrollment), Position Changes, Pay Changes, Terminations and Retirements
- Work with internal subject matter experts (SME's) and other departments to resolve questions and processing issues.
- Provide support and educate employees on the use of systems such as Employee Self Service, Emp Center, EZ Labor or third-party resources including Equifax (i.e. navigation, functional assistance)
- Maintain effective and accurate information received into the HR SSC via case management/call tracking system.
- Safeguard employee privacy where appropriate, including confidentiality and protection of sensitive information.

Republic Services

11/2021-07/2022

1641 Heath Parkway Dr
Fort Collins, Co 80524

Dispatch Trash Trucks

Duties Include:

- Scheduling and dispatching drivers, work crews, vehicles, or equipment to appropriate locations according to predetermined schedule, customers' requests, or immediate needs.
- Relaying information such as work orders or other messages to and from work crews, field inspectors, supervisors, or emergency personnel.
- Using telephones, two-way radios, or text messages to contact employees or emergency personnel.
- Speaking with supervisors or customers to resolve problems,
- Preparing daily work orders for crew or receiving work orders from work crews
- Keeping and organizing work requests, customer requests, completed work requests.

Republic Services

9/2018 - 11/2021

1235 N Blue Gum St
Anaheim Ca, 92806

Maintenance Clerk

Duties Include:

- Generate Preventative Maintenance work orders daily, and corrective maintenance performed on all units.
- Inputs fleet information into Dossier system daily.
- Generated work orders daily.
- Entered and Closed work orders daily, (within 24 hours).
- Filing paperwork, such as VCR's, Pm's, and any unit information needed.
- Entered engine hours daily.
- Review engine hours w/ various reports.
- Enter labor log (indirect hours) into Dossier daily.
- Retorque tire orders daily.
- Update work pending daily.
- Follows all safety policies and procedures.
- Produces various productivity and usage reports for management review.
- Participates in cycle inventory.

Yale/ Chase

2017-2018

Part Specialist

City of industry, ca 90601

- Prepares sales Orders from Stock
- Advice customers of any changes to orders or deliver time change.
- Answers multiple phone lines, emails and walk in counter orders for parts department
- Reads and works accurately from catalogs, parts manuals, price books, online resources. (JCB, YALE, TAYLOR DUNN, TRACKMOBILE, CROWNLIFT)
- Orders parts for stock and / or customers
- Pulls stock and fills orders as needed.
- Assist in taking inventory of stock.
- Participates in Cycle counting of inventory.

West Coast Hydraulic Lift Repair (WESTCOASTHLR)

2011 - 2016

3840 Medford St
Los Angeles, Ca 90083

Dispatch

Duties include:

- Answering Multiple Lines
- Dispatching Orders to Drivers
- Calling on claims unpaid by customers
- Following up on Quality Assurance
- Running reports for aging accounts and continuously working on claims
- Preparing paperwork for taxes and EOM reports
- Picking up parts and shipping accordingly with Fed ex, Ups, Post Office

*** Referral Upon Request***