

First Name Last Name

City, State | Phone Number | email address

Professional Summary: Motivated and enthusiastic Human Resources Professional with additional experience in Business and Financial Services. Honest, dedicated bilingual English/Spanish speaking individual with translation and interpreter experience, able to communicate effectively and resolve issues at hand. Exceptional attention to detail and dedication to providing quality service, whether working independently or collaborating as part of a team. Able to prioritize and work effectively in high stress situations.

Skills & Attributes

- Office Administration
- Customer Service
- Recruitment
- Purchasing & Procurement
- Inventory
- Bilingual English/Spanish
- Confidentiality
- Interpersonal Skills
- File Maintenance
- Purchase Order Processing
- Human Resources
- Employee Benefits
- Payroll
- Time and Attendance
- Interviewing
- Employee Training
- Financial Reporting
- OSHA 10
- 401K Program Enrollments
- Attention to Detail
- Data Entry

Areas of Expertise

Human Resources

- Maintained and processed ADP payroll for approximately 145 employees on a weekly basis
- Provided translation and interpretation services for employees, customers, and the public
- Interviewed new candidates to verify appropriateness for second interview with upper management
- Ensured timesheet entries, accruals, leave balances and deductions were accurate and ready for processing
- Trained new hires regarding benefits, safety regulations, company policy and proper procedure
- Recorded and processed leave requests, including vacation, sick time and leaves of absence
- Registered new employees, entering necessary information into ADP payroll computer program
- Printed and maintained payroll, financial, manning, distribution, overtime, and other business reports
- Maintained sensitive employee paperwork, ensuring confidentiality
- Secured and verified I-9, W4, IT2014, emergency contact information, medical and benefit documentation
- Managed insurance enrollments, 401k enrollments, retirement loans and contributions, including deposits
- Filed claims and maintained leave benefit files for family leave (FMLA) and short-term disability
- Notified employees of disciplinary warnings and/or termination of employment

Business Services

- Accurately maintained and processed company bookkeeping
- Scheduled and coordinated company activities including management meetings and employee appreciation events
- Processed, printed, and mailed payments for buyers
- Distributed products to retail stores based on sales records
- Ensured accurate purchase order processing and movement through facility departments
- Audited warehouse inventory for shrink, stock, damages and returns annually
- Matched invoices to POs, entering data efficiently into company management system
- Completed daily cash reports and maintained company debit schedules
- Monitored office inventory and purchased merchandise for warehouse
- Updated and maintained Safety Data Sheet (SDS) folders and monthly fire extinguisher inspection records

Employment Experience

Gehring Tricot Corp	Human Resources Assistant	Dolgeville, NY	06/2020 - Present
Rawlings Sporting Goods Company	Human Resources Assistant	Dolgeville, NY	01/2017 - 06/2020
Dolgeville Central School	Teacher Aide/Monitor	Dolgeville, NY	09/2015 - 06/2017

Education

SUNY Polytechnic Institute – Utica, NY

Bachelor's Degree in Business Administration