

# TALKY GATOR

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## SUMMARY

Expert communicator with 5+ years of experience. Dedicated to community development and advocacy within the field of education. Strong public speaking, teaching, and facilitating skills for diverse student, professional, and general audiences.

## PROFESSIONAL EXPERIENCE

Emerson Network Power Inc. – Houston, TX

11/2010 – Present

### **Administrative Assistant**

- Manage relocation process and coordinated all arrangements, including: house hunting trips, travel, temporary housing arrangements and movers.
- Screen 30+ job applications daily by ensuring completion and determining match of basic qualifications.
- Perform initial staff customer service and referred problems to other HR staff as appropriate.
- Maintain electronic personnel records for 38 staff members entering data of pertinent personnel information into PeopleSoft.
- Track performance appraisals utilizing Excel and provided reminders to supervisory staff.
- Coordinate interview schedules with department supervisors and initiated contacts with applicants regarding interviews.
- Conduct personal and professional reference checks, income verifications where required, and initiated criminal background checks.

Williams-Sonoma Inc. – Houston, TX

5/2014 – 8/2014

### **Human Resource Intern**

- Created and maintained 10+ new hire and personnel files and entered them into Human Resources Information Systems.
- Supported processing and maintenance of payroll records in accordance with policies and procedures.
- Informed Human Resources management of issues related to employee relations within the division or as well as responded appropriately to the concerns of other employees.
- Recruited candidates through direct recruitment, internet mining and other creative methods
- Performed screening, interviewing, and applicant assessment to Hiring Managers to finalize the recruitment process.
- Identified new, cost effective resources for recruitment, and tracked and reviewed effectiveness of advertisement sources.

## EDUCATION

University of Houston-Downtown – Houston, TX

12/2014

*Bachelor of Arts in Communication Studies*

**GPA: 3.64**

**Activities:** Society for Human Resource Management-Member

## SKILLS

Technology: ADP | PeopleSoft | Microsoft Office (Word, Excel, PowerPoint, Visio)