

## Objective

Over fifteen (15) years of progressive Human Resources applications in a financial institution and government environment, supplemented by course work which included office management and human behavior; along with increasing clerical responsibility, supervisory and administrative duties, in a public and private agency.

## Skills

Microsoft Office, Leadership Management, Process Improvement, Analytics, Strategic Planning, Strategic Planning, Training & Development, Organizational Communication.

## Work Experience

### Jr. Human Resources Technician

**ABC Corporation** - October 2009 – June 2014

- Process and authorize educator license level upgrade classes offered to ensure current licenses.
- Monthly employee eligibility benefits reconciliation for all.
- Data entries of employees benefit information.
- Research and respond to all employees benefit questions and or problems.
- Review, process and authorize educators reimbursement for CE classes taken.
- Assist HR Director in processing and responding to EEOC and UALD claims filed.
- Monitor, maintain and process all extra duty employees, ensuring compliance with State requirements and UHSAA.

### Human Resources Technician

**ABC Corporation** - 2006 – 2009

- Vista, CA United States 11/2000 - 06/2005 Salary 32,000.00 USD Per Year Hours per week 40 Human Resources Technician Duties, Accomplishments and Related Skills Self-initiated role to perform technical and administrative functions relating to assigned.
- Serve all facets of the employee benefits process.
- Perform the initial orientation on a wide variety of subjects describing available plans, communication to the carriers in regards to enrollment and termination.
- Responsible for coordination of arrangements for annual open enrollment.
- Securing and designing materials, literature and required equipment needed to facilitate a well-informed audience.
- Handles the process of maintaining employment forms and records; inform payroll of changes as appropriate; process personnel requisitions; prepare, type and distribute correspondence, records and other related personnel reports; review for compliance with District policies.
- Supervisor Suzanne Shada (7607262170) Okay to contact this Supervisor Yes.

## Education

Bachelors in Business Administration - (Almeda University)