

## Ron Alumni

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### Summary

Business professional with experience in supervising, operations, purchasing and providing excellent customer service. Strong ability to train and develop strategic processes for new hires, while upholding professional standards and meeting company needs.

### Technical Skills

Microsoft Office Suite

Maxim Computer System,

API Computer System,

ASI Computer System (MRP II)

Visual Computer System

NextGen EPM/ HER

NOPS Computer System

Cerner Power Works

Lawson

### Experience

**Wellstar Health Systems-Marietta, GA**

**September 2012-Present**

#### *Talent Acquisition Specialist*

- Processes new hires, schedule orientations, assist new hires with overall integration into Wellstar
- Schedules new employment physical, discuss new hire paperwork (job descriptions, offer letter details, orientation instructions in detail, etc.)
- Initiates background release and monitor background check progress and resolution for new hires, discuss results of all potential employees with background vendor weekly
- Monitors drug screen release progress and resolution
- Clears new hires for eligibility to work in the United States
- Trains and manage interns that support Talent Acquisition, on the process of on-boarding as a whole
- Compiles and edit report for Confirmed Attendees List for Orientation bi-weekly
- Confirms documentation and provide information for employee file audits by state regulatory agencies

#### *Front Office Coordinator*

**December 2011-September 2012**

- Managed data entry of patient, insurance verification and other confidential information
- Assisted billing staff with processing claims as well as investigations and research of claims
- Trained new hire office staff on front desk processes and computer systems
- Provided customer service and general information to employees, patients, and visitors

**Coca-Cola Company-Atlanta, GA**

#### *Human Resources Representative*

**January 2008-November 2011**

- Processed promotions, pay increases, department transfers, bonuses, retro pay, terminations, and other areas related to compensation
- Managed New Hire Paperwork with Recruiter as well as new hire, enter information in HR database, communicate information with Payroll and Benefits
- Scheduled new employee physicals, obtain background checks and drug screen results for potential employees
- Assisted new hires and all other employees with general benefit information as well as career questions and needs. Help coordinate annual Benefits Fair for employees, place vendors in appropriate locations and assist them with their needs. Assist with FMLA questions and paperwork. Preserved Excel spreadsheet for employees on leave and update based on when variety of paperwork received.
- Aided with screening potential candidates as well as schedule interviews. Also schedule new employee physicals, obtain background checks and drug screen results for potential employees
- Coordinated and plan new hire orientation with multiple departments. Present HR information at orientation meeting via PowerPoint

**Randstad-Lithia Springs, GA**

**June 2004-January 2008**

***Human Resources Representative/ Administrative Assistant***

- Data entry, provided typed documents for management, filing, and faxing
- Provided HR assistance with health insurance plans and employee needs
- Conducted presentations for health insurance and other employee benefits
- Screened and Interviewed candidates for employment opportunities and assisted with new hire orientations

**CBT Company-Atlanta, GA**

**March 2002- June 2004**

***Customer Service Representative / Purchasing Agent***

- Provided customer service representative for insert product line
- Operated directly with domestic and international customers to process orders and coordinate availability
- Communicated customer needs with manufacturing and helped prioritize scheduling
- Identified new suppliers to improve lead time and general availability
- Purchased raw material components for the manufacture of precision machined parts and expedited where needed
- Addressed all employee insurance questions and payroll issues at the Georgia plant
- Assisted management with creating job descriptions and posting opportunities for job openings
- Screened and set up interviews and created new employee files

**Education**

**University of West Georgia-Carrollton, GA**

**May 2003**

**Bachelor of Business Administration in Business Management**