

# SAMANTHA EVERLY

419-308-3249

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I am a dedicated and focused employee who excels at prioritizing, multitasking, and following through to achieve project goals. I am knowledgeable in various HRIS systems including ADP, Paycor and OnBase. I have 3 years experience with onboarding and recruitment and 2 years experience with unemployment reporting.

## EXPERIENCE

### FEBRUARY 2018-CURRENT

#### HR ASSISTANT, HAVCO WOOD PRODUCTS, LLC.

- Recruitment including application review, scheduling, interviewing, and pre-employment testing at least 20 per week.
- Onboarding and orientation lead- conducted once per week.
- Termination processing
- Maintaining records of personnel and medical files and I-9s
- Data entry
- Employee engagement activities and relations at least once per month
- Weekly payroll processing
- Timecard/employee Scheduling

### AUGUST 2017 – FEBRUARY 2018

#### TEMP WORKER, MANPOWER

- Medical office clerk scheduling patient appts and completed registration for all new patients. Recorded patient data for disability and FMLA claims. Appropriately handled patient information using HIPAA Privacy and security regulations
- Admin assistant for accounts payable processing and data entry. Coded and processed vendor invoices and researched and resolved invoice problems.

### MARCH 2016 – JULY 2017

#### RECEPTIONIST, MONDI JACKSON, LLC.

- Managed the receptionist area, including greeting visitors and responding to telephone calls and in-person requests of information.
- Served as central point of contact for all outside vendors needing to gain access to the facility.
- Team leader of company newsletter with 10 departmental reporters

### AUGUST 2011-MAY 2015

#### FOOD SERVICE WORKER, MIAMI UNIVERSITY DINING CENTER

- Worked in 5 different areas of the food court with diverse group of co-workers and managers.
- Met customer needs, received orders, and processed payment.
- Assisted management with monthly inventory and weekly stock ordering.
- Opening and closing duties of two specific work areas

## EDUCATION

2015

**BACHELOR OF ARTS**, MIAMI UNIVERSITY

Majored in American Studies and Minored in Classical Humanities

2020- Current

**MASTERS**, SOUTHERN NEW HAMPSHIRE UNIVERSITY

Human Resource Management

## SKILLS

- Customer Service
- Strong collaboration skills
- Time management
- Self-starter
- Experience with confidentiality regulations
- Positive and encouraging attitude
- Knowledgeable with computer systems, HRIS, and Microsoft Office
- Meticulous attention to detail
- Event planning/creativity

## ACTIVITIES

- CPR/First Aide Certified
- Activities Committee Member
- First Response Team Member
- National Society of Leadership and Success
  - Member January 2021- Current