

LASHANDA CRAWFORD

HUMAN RESOURCES COORDINATOR-ADMINISTRATIVE

CONTACT

 404.798.5582

 lashandac01@gmail

 Fairburn, GA

EDUCATION

Southern New Hampshire University

Georgia Southern University, December 2003

Creekside High School: Graduated 2001

SKILLS

- Proven excellent customer service and relations skills
- Payroll development and management
- HR audits and evaluations
- HR policies and procedures expertise
- Staff training and development
- HR databases, such as, Netchex
- Interpersonal skills and flexibility
- Strong knowledge of MS Office Suite
- Analytical and critical thinking skills

EXPERIENCE

Bodyshop Clerk/ Lead Administrator- Adesa Atlanta

Fairburn, GA: August 2021- present

Responsible for processing payroll, post all detail and recon charges, conduct monthly inventory, follow up on all emails and correspondence for the customer. Input estimates for the customers in a timely manner and ensure all paperwork is printed and invoiced properly.

Human Resources Coordinator, Direct Reconditioning, LLC

Fairburn, GA; February 2010 - August 2020

Perform various critical recruiting activities including job postings, talent sourcing, resumes screening, pre-screen interviews, and reference verification. Maintain a thoroughly organized recruiting database to record all recruiting activities daily. Research HR policies and procedures to improve the company's overall recruiting processes. Process payroll on a bi-weekly basis for 50+ hourly employees. Process all documentation for new hires and terminations. Facilitate and train all new hires and responsible for new employee orientation.

Shift Leader, Wall Street Deli

Atlanta, GA; June 2005 – August 2009

Trained and supervised staff members. Provided input for new hire performance reviews and identified areas for additional training. Handled all customer service complaints, refunds, and questions, assuring my customers were satisfied and ensuring the daily shift ran smoothly. Directly supervised, evaluated, and supported a team of over 50 staff members

