

GUADALUPE MORALES

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Objective: Highly motivated employee with excellent communication, looking for an opportunity to work as a part time employee, where I can support any employer and ensure that customers receive high quality service.

Education:

California State University, Stanislaus

December 2019

Bachelor of Science in Business Administration with concentration in Human Resources

Work History:

City of San Diego

May 2023- Present

Provides guidance, training, and assistance to management

Consults department employees and researchers and interprets various City policies and procedures such as Civil Service Rules, and personnel manual

Manages the process to investigate and respond to complaints.

University of the Pacific

Human Specialist

08/19/2020-05/2023

Lead recruitment, hiring and onboarding employees.

Oversee full employee cycle, offer letter, background checks

Coordinate off boarding including termination packets, exit interviews.

Processes EPAFs in a timely manner to ensure compliance to University, state and federal regulations

Assist with termination processing and update relevant termination databases

Familiar with the I-9 documents for citizens and International employees

Performs a variety of day-to-day employment data management functions ensuring timeliness and accuracy of data in accordance and in compliance with established procedures

Central Valley Training Center

Human Resources Specialist II

08/2016 – 08/2019

Oversaw recruitment activities, internal job postings, and conducted orientation

Pre-screened and tracked candidates and processed all new hires for employment

Performed

Presented Benefits for new hires, and promotions

Assisted new hires with background exemption processes

Target

Human Resources Team Member

04/2012-02/2018

Greeted customers and efficiently process transactions within busy, fast paced retail environment

Regularly helped customer with questions and finding items in store

Greeted customers and efficiently process transactions within busy, fast paced retail environment

Regularly helped customer with questions and finding items in store

Skills: Bilingual

Green dot Training Certified

Collaborative institutional training initiative

Upon Request