

Emeka Echezona

Human Resources

Objective

To apply my acquired skills and knowledge working with students to increase productivity and achieve mutual goals within the company

Experience

Sep 2020 – Current

HR Technician *University Enterprises Inc*

- Reviews, edits, and posts part-time and student jobs in the UEI applicant tracking system.
- Ensures postings are within appropriate guidelines, including but not limited to federal and state laws, such as EEO and ADA.
- Works with requesting manager or staff regarding any revisions or questions on the posting.
- Communicates with supervisor or other departments, as appropriate, for approvals or questions as needed.
- Assists hiring manager with dispensing applicants, closing jobs, and designating them as filled.
- Reviews and approves online hiring proposals verifying all information is acceptable, communicating with the requesting manager or staff when necessary.
- Prior to approval, coordinates and reviews the results of any pre-employment clearance requests.
- Processes a high volume of personnel transactions, such as, new hires, rehires, transfers, reclassifications, rate changes, and terminations.
- Maintains a system for tracking and monitoring pending paperwork for new hires, rehires, transfers, reclassifications, rate changes, and terminations.
- Supports the online collection and tracking of student status documentation at the beginning of each semester for ongoing employees and upon hire/re-hire for new employees.
- Researches and responds to Unemployment Insurance claims within appropriate timeframes.
- Notifies the appropriate parties when a notice of a hearing before the Employment Development Department/Unemployment Appeals Claim Board is received.
- Assists the Human Resources Assistant and other HR staff during busy periods or in his/her absence by providing service at the front counter or completing general tasks related to employment and Human Resource division functions. This may include, but is not limited to answering telephones, greeting office visitors, explaining procedures, and conducting new hire orientations.

Education

2009 - 2013

A.S. Mathematics and Science

Riverside Community College

2014-2017

B.S. Kinesiology- Exercise Science

California State University of Sacramento

Skills

- Problem Solving
- Teamwork
- Organization

Contact

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Dec 2019 – Sep 2020

HR Front Desk Assistant *University Enterprises Inc*

- Answers phones, directs callers, takes messages, monitors a general department email account, and performs verbal employment verifications.
- Greets office visitors and provides them with a variety of information about UEI Human Resources programs, policies, and procedures; answers questions; receives and assists with paperwork; and directs visitors to the appropriate department or individuals.
- Responds to written requests for employment verifications within appropriate timeframes, ensuring all information is reported accurately.
- Conducts employee orientations (individual, group, and out of the area) for student and part-time new hires and re-hires, which includes review of completed required documents, such as W-4 and I-9 forms, for accuracy.
- Sends surveys on a weekly basis, utilizing an on-line survey tool, to recent hires regarding their orientation experience
- Maintains and monitors U.S. Citizenship and Immigration Services (USCIS) paperwork (I-9 forms, etc.) for all employees ensuring completeness and compliance.
- Works closely with the Sac State International Programs and Global Engagement Office to assist international students with questions and paperwork requirements of Sac State and the USCIS.
- Assists with the coordination of the background check (Live Scan) process.
- Assists applicants with using the on-line application system.
- Assists with reviewing and releasing on-line student/part-time employment applications to the appropriate hiring managers for further processing.

June 2018 – December 2019

Temp *Los Rios Human Resources*

- Answering incoming calls about applications.
- Transferring calls to the correct representative.
- Perform application screenings (QC's and MQ's) for adjunct.
- Greeting staff or applicants entering HR.
- Answer and respond to email in HR recruitment email.
- Perform verbal verifications of employment over the phone.
- Copying, faxing, and filing documents.

May 2018 – December 2019

Front Desk/Rehab Aide *Vibrantcare*

- Making to call to new patients and follow up patients about appointments.
- Answering incoming calls from patients and doctors offices.
- Copying patient documents.
- Faxing patient documents and medical records request.
- Monitoring patient referrals and insurance limits

Filing patient documents.

