**Jacob G. Geller**

4339 Ottis Street

Oklahoma City, OK 73102

Phone: 405-954-59498

Email: jacob.geller@anymail.com

**Job Objective:**

To obtain a Personnel Administrative Assistant position at “ABC Company,” and provide administrative support to the personnel department, and assist in creating and implementing organizational policies.

**Summary of Skills:**

* Ability to work in a fast-paced environment, prioritizing tasks, and multi-tasking
* Experienced in coordinating meetings, conferences, and training programs
* Capable of adapting to new work culture, environment, and policies
* Ability to understand staff problems, convey it to the higher management, act as an intermediator, and assist in solving problems
* Strong knowledge of payroll system
* Excellent problem-solving, computer, and organizational skills
* Proficient in finding the appropriate candidates by looking on various job portals for the vacant positions and required qualification
* Ability to handle payroll system and manage spreadsheets
* Future-oriented with excellent time-management skills

**Work Experience:**

Personnel Assistant

Initech Consulting Services, Oklahoma City, OK

April 2016 – Present

* Administering compensation, recreational programs, and performance appraisal policies
* Coordinating with departmental managers for hiring personnel, and scheduling interviews
* Performing exit interviews for terminated, retired workers, and for employees who have resigned from the office
* Conducting biweekly meetings with labor unions on the shop floor, and taking appropriate measures
* Updating notice board for employees in case of changes in policies, office timings, and events event at the office
* Revising and explaining employment terms and conditions to new recruits
* Coordinating and monitoring documentation works, and special projects

Personnel Assistant

Globex Corporation, Oklahoma City, OK 73102

December 2014 – March 2016

* Maintained computerized filing system, and high confidentiality of documents
* Conducted regular checkup rounds at the shop floor to check maintenance of machine tools, equipment, other office material, and imposed penalty on employees who damaged the parts
* Communicated with prospective clients, business communities to expand customer base and developed new contacts
* Handled correspondence letters and conveyed information to clients within 2 days of receiving the mail
* Prepared monthly employee performance records using Microsoft Office and spreadsheets, and calculated payroll for 300 + employees
* Assisted to track status of the assigned projects, and helped workers with unexpected problems

Payroll Assistant

Globex Corporation, Stillwater, OK

May 2012 – November 2014

* Maintained attendance for employees by checking biometric records 3 days before the salary week
* Conducted employee orientation for new recruits and explained them company policies
* Addressed issues with shop floor employees, and collaborated with worker unions to understand their problems
* Provided assistance for payroll services
* Reviewed reports generated from biometric system, and searched for discrepancies or extended regular breaks by employees to issue them warning in initial stages
* Used automated system to calculate employees' pay in respect with company regulations
* Coordinated with level IV workers to understand their problems, and conveyed them to the top management
* Resolved conflicts amongst employees through weekly proactive communication discussions

**Education:**

* Bachelor of Science in Business Administration
Oklahoma State University, Stillwater, OK
2011

**Reference:**

On request.