

Marcie Mendoza



832-212-0215



mim668@yahoo.com



<http://www.linkedin.com/in/MarcieMendoza>

Experience

Neighbors Health (07/2017 - 12/2017)
Manager Telehealth Services / Business Development

Provided leadership and direction to the administrative and technical teams. • Assisted management of NTH to promote revenue growth and productivity. • Assisted in the development of business plans, pricing plans, product lines, and implementation. • Performed data mining and analysis to recommend business improvement, new business approach, work flows, and processes to increase operational and financial efficiencies. • Met regularly with operation and other team members to manage and streamline the process including efforts to create accord among NTH clients. • Developed sales and marketing strategies and campaigns to promote NTH product lines and services. • Drove a culture of success through continuous role modeling and mentoring. • Maintained professional and technical knowledge; reviewing, writing, and editing business proposals and other documents. • Traveled as necessary. • Other duties as assigned.

Human Resources Generalist / Recruiter (02/2016- 07/2017)

Sourced qualified and diverse candidates through direct sourcing, industry networking, employee referrals, internet sourcing, social media, and job fairs to meet staffing needs. • Developed business partnerships with C-suite, directors, and hiring managers to evaluate talent and develop recruiting plans to maximize effectiveness of recruiting process. • Conducted prescreening and final round interviews with candidates. • Processed employee status changes including promotions, transfers, terminations, etc. • Created and maintained accuracy of electronic employee files. • Ran background checks and scheduled drug screenings in accordance with pre-employment onboarding requirements. • Negotiated salary and benefits with potential new hires and present offer letters. • Developed and implemented strategic initiatives for recruiting diverse talent in a multi-site organization. • Full cycle recruiting process to meet staffing goals across all levels within the organization. • Maintained accuracy of HRIS by running weekly reports and audits. • Utilized applicant tracking system (ATS) in accordance with EEO requirements and company policies and procedures. • Maintained Careers page on company website. • Traveled to new facility openings for company Academy and training. • Presented New Hire Orientations.

Education

UNIVERSITY OF HOUSTON

- Communication, BA- *Summa Cum Laude*
- Psychology, BA- *Summa Cum Laude*
- Member of Phi Kappa Phi Honor Society

ALVIN COMMUNITY COLLEGE

- General Studies, Associates Degree- *Magna Cum Laude*

Skills

- Critical Thinking
- Problem Solving
- Leadership
- Collaboration
- Time Management
- Adaptability
- Creativity
- Synergism
- Public Speaking
- Interpersonal Communication

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Experience

New Hope Church

Human Resources Assistant/

(June 2012-April 2015)

Administrative Assistant

Sourced candidates for employment opportunities • Scheduled interviews with potential candidates • Coordinated new employee orientation • Coordinated travel arrangements • Scheduled appointments • Produced expense reports and weekly check requests • Collected documentation from employees for Human Resources records • Updated and tracked all changes to job descriptions • Maintained accuracy of Human Resources files • Maintained Copyright licensing • Input confidential data into church management software • Ordered catering for special events and meetings • Assisted in coordination of special events • Created weekly staff newsletter • Created weekly church-wide announcements • Assisted four individuals • Proficient use of Microsoft Word, Excel, and Outlook.

Alvin Independent School District

Substitute Teacher

(September 2011- June 2012)

Promoted student learning in the absence of the regular classroom teacher. • Managed classroom • Provided instruction to students • Provided coverage for assigned before/after school duties

APS-A Plus Services

Office Manager

(December 2009- June 2011)

Performed administrative duties for business owner • Invoiced third parties • Scheduled and supervised employees. • Notarized documents, drafted Warranty Deeds and Bill of Sales. • Handled all incoming and outgoing mail. • Conducted money transfers via Western Union, Money Gram, Orlandi

Systems / Software

- Paychex Preview and Flex (HRIS)
- MyStaffingPro (ATS)
- Career Builder
- LinkedIn
- Indeed and various Job Boards
- FellowshipOne
- Aurico Background Check
- E-verify
- Tangier
- Planning Center
- Song Select
- Microsoft Word, Excel, Powerpoint, Outlook, Publisher