

Julian Pedraza

Lead Onsite Coordinator/ Manager Commercial Division

Gastonia, NC 28056

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(704) 674-9184

Human Resource Management position providing excellent support using strong attention to detail, excellent communication skills and a team-player attitude.

Authorized to work in the US for any employer

Work Experience

Lead On-site Coordinator/ Manager Commercial division

Monroe Staffing - Fort Mill, SC

August 2018 to Present

Leading and Managing an Account of over 150 Employees.

Monitor and Manage Associates on Production, Attendance and behavior.

Daily use of Kronos Management Software to maintain weekly payroll.

Daily use of Beeline Management Software to maintain weekly payroll.

Manages and assists in-house recruiter with screening and testing candidates, selecting and conducting background and reference checks on qualified applicants.

Assists in preparation and maintenance of all employee paperwork and policies and procedures manuals in order to keep the company compliant with local, state and federal law

Maintains Human Resources Information System records and compiles reports from database

Prepare all new hire paperwork including federal forms and e-verify.

Conduct orientation and new hire follow up meetings.

Process New hire input and terminations weekly.

Communicate on a daily basis with corporate level management and operations.

SECOND ASSISTANT STORE MANAGER (Part-time)

Weekends - Gastonia, NC

2011 to Present

Update & Maintain inventory control of over 20.000 parts.

Perform Basic store accounting.

Handle all types of service functions.

Create daily sales reports and process payroll.

Monitor and report employee attendance and counsel employees on safety issues.

Train new associates and conduct performance evaluations.

ON-SITE HUMAN RESOURCES REPRESENTATIVE

Distribution & Marking Services, Inc - Fort Mill, SC

2012 to 2018

Leading and Supervising an Account of over 400 Employees.

Monitor and Manage Associates on Production, Attendance and behavior.

Daily use of Kronos Management Software to maintain weekly payroll.

Manages and assists in-house recruiter with screening and testing candidates, selecting and conducting background and reference checks on qualified applicants.

Assists in preparation and maintenance of all employee paperwork and policies and procedures manuals in order to keep the company compliant with local, state and federal law

Maintains Human Resources Information System records and compiles reports from database

Prepare all new hire paperwork including federal forms and e-verify.

Conduct orientation and new hire follow up meetings.

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Communicate on a daily basis with corporate level management and operations.

LOGISTICS SUPERVISOR AND CRTL CENTER TECH

OfficeMax - Gastonia, NC

2006 to 2013

Use SAP Software to maintain In-stock Inventory & receiving tasks

Use customer service skills to assist customers with purchases and in the creation of business materials.

Merchandising and Sale Preparation-coordinate and complete all merchandising, planograms, stock adjustments, and pricing updates according to schedule.

Answer and direct incoming phone calls when needed.

Diagnosis and perform minor computer repair and software installations.

Assist all Spanish-speaking customers.

Education

Certification in Business Administration/Marketing

Gaston College

2005 to 2007

North Gaston High School - Dallas, NC

2005

Skills

- CUSTOMER SERVICE (7 years)
- RECEPTIONIST (7 years)
- RETAIL SALES (7 years)
- ACCESS (1 year)
- DESKTOP PUBLISHING (Less than 1 year)
- Human Resource (7 years)
- Hr Generalist (7 years)
- Employee Relation (7 years)
- Hr Assistant (7 years)
- Management (3 years)
- Human Resources
- HR
- benefits

- training
- Powerpoint
- Payroll
- Microsoft Excel
- MS Office
- Kronos
- Employee Relations
- Kronos
- Microsoft Windows
- Planograms
- Human Resources Management
- Mac OS

Additional Information

AREAS OF EXPERTISE

Microsoft ExpertZone Professional Certification Bilingual-English/Spanish

Microsoft Office Suite 2014 and Office for Mac 2011: Outlook, Word, Excel, PowerPoint, Access

Excellent Customer Service Skills

Effectively train new employees and conduct performance evaluations Desktop Publishing: Microsoft Publisher, Print Master

Career Readiness Certificate - Silver Ability to Prioritize/Multitask

File Management-Windows 10, 8, 7, Vista, Mac OS X Letter and Spreadsheet Composition