

# NICOLE L. MONTANEZ

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## OBJECTIVE

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I am a highly proactive person with good communication and people skills. I look forward to working in an organization where I can utilize to the fullest, my skills and knowledge that I have gained through the course of my experience working in Human Resources for the past 10+ years. My aspirations are towards higher goals and challenging assignments.

## SUMMARY OF QUALIFICATIONS

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Work well with others as well as work independently. I have an innate ability to plan, organize, prioritize work and meet deadlines head on, with flair towards multitasking. Proficient in the Windows Operating Systems, MS Office Programs and Personnel Systems. Friendly and professional phone manner, strong customer service, computer skills. Typing speed of 65+ words per minutes, hone experience, service oriented, motivated, enthusiastic, fast and accurate processing customer related transactions.

## WORK OF EXPERIENCE

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### Human Resources Recruitment Coordinator

7/2014-current

St. Christopher's Hospital for Children

Philadelphia, PA

- Responsible for all on-boarding of newly hired employees and ensuring they complete all requirements prior to their intended start date.
- Responsible for ensuring all background checks are ran and completed; FBI Fingerprinting, PA Child Abuse and Pennsylvania State Police (PATCH) clearances.
- Responsible for the day to day data entry in ADP Vantage for all employees; transfers, address changes, name changes, salary changes, change in employee status', etc.
- Scheduling and interviewing candidates for open positions in the hospital. Providing interview analysis to hiring managers on candidates that have been interviewed.
- Ensuring new hire paperwork is completed and documentation is received in a timely manner for all new hires.
- Coordinating the appointments for all newly hired employees with the health services provider.
- Verifying the licensure of newly hired employees for their positions.
- Routinely attend job fairs
- Maintains employee records with HRIS (HRMS) employee database system including but not limited to entering all personnel changes for all current and previous employees.
- Maintain termination records for all past employees to ensure no further access is maintained at the hospital.
- Maintaining contractor system (Contrak Management) to ensure only current contractors and students have access to systems within the corporation.
- Answer multi-line telephone for department, conduct employment verifications and greet visitors to the Human Resources Department.
- Launching new hires in RedCarpet and providing assistance to new hires when they are completing tasks.
- Completing e-verify for all new hires.

### **Human Resources Generalist**

Wesley Enhanced Living  
Philadelphia, PA

5/2013-7/2014

- Responsible for creating and maintaining personnel files. Ensuring that all necessary paperwork is filed in a timely manner including regulatory/compliance paperwork and HR records.
- Screen resumes submitted through ADP as well as on other resume databases such as Indeed, Monster and Careerbuilder.
- Conduct phone screens, schedule interviews and reference checks for candidates.
- Ensuring new hire paperwork is completed and documentation is received in a timely manner.
- Conduct on-site drug screening for pre-employment testing, post-accident testing and random testing of employees.
- Composing and editing correspondence; offer letters, verification of employment/benefit letters.
- Transmitting employee information to vendors to ensure that eligible employees are enrolled in health, welfare and retirement benefits.
- Knowledgeable of health and welfare benefits and pension program so that employees questions are answered in a timely manner.
- Maintains employee records with HRIS (ADP) employee database system including but not limited to entering all new hire information, payroll changes, deductions, benefit information, terminations and other information as needed.
- Facilitate new hire orientation twice a month for newly hired employees.
- Responsible for supervision of Reception & Transportation Departments.
- Ensure the staffing needs of both departments are met on a daily basis.
- Conduct one-on-one meetings with staff discuss schedules/meetings/trainings.
- Ensure payroll for the departments are submitted on time every two weeks.

### **Human Resources Coordinator**

Philadelphia Corporation for Aging  
Philadelphia, PA

5/2008-5/2013

- Provide administrative support to the Director of Human Resources and HR staff as assigned.
- Receives, date stamps and distributes incoming mail and inter-office material; routes outgoing mail and inter-office communications appropriately; photocopy/scans documents as needed. Using word processing system, types routine correspondence; drafts, correspondence, memos, job descriptions, job opening announcements, etc
- Handles departmental submission of bills for payment.
- Performs online criminal background and driver's license checks for applicants as appropriate. Completes driver's license check for appropriate employees at annual evaluation
- Enter information in to the Human Resources Information System.
- Schedule pre-employment drug screenings for potential employees.
- Coordinate mandatory HR trainings for newly hired employees.
- Screen resumes, schedule interviews, conduct initial HR interview.
- Conduct professional references for all potential employees.
- Ability to deal with high volume of calls on a daily basis inquiring about the agency and HR related information.
- Attend job fairs to provide information to job seekers of opportunities at our agency.
- Create weekly and monthly staffing reports for the agency.
- Conduct exit interviews and ensure exiting employee has all information regarding benefits, final pay, etc.

**Secretary**

Philadelphia Corporation for Aging  
Philadelphia, PA

5/2007–5/2008

- Maintain employee files by scanning and filing information accurately and in a timely manner.
- Process employment identification badges for employees.
- Complete employment verifications for past and present employees.
- Assist applicants with completion of HR paperwork and computer tests.
- Handled requests from employees regarding information needed.

**Clerk Typist Floater**

Philadelphia Corporation for Aging  
Philadelphia, PA

2/2006-5/2007

- Provided clerical support to the Human Resources Department as well as other departments within the agency by answering and transferring calls adequately, photocopying information, scanning information to files, faxing documents, preparing high-volume mailings, collating and stapling materials as well as any other requests needed by the designated department.

## **EDUCATION AND CERTIFICATIONS**

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***Strayer University***

Bachelors of Business Administration, Concentration in HR Management

Currently Enrolled

***Eastern University***

Associates Degree in Liberal Arts, Concentration in Business Administration

12/08

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