

Talitha Stromberg

Go getter and hard worker

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484-929-4071

My passion is to help others to become the best they can be. I have a variety of talents that can be used to achieve this goal. I am very dedicated and am looking for a position that will allow for me to expand my experience in the Psychology and Human Resource fields.

Authorized to work in the US for any employer

Work Experience

Counselor

Community Women's Center - Philadelphia, PA

May 2018 to Present

I am responsible for doing intakes for new clients, running testing and counseling women in crisis situations. I also track data and methods of advertising to bring in new clients. I follow up with clients and take notes on all communication.

Sales Associate

La-z-boy Furniture Gallery

July 2017 to June 2018

Selling furniture, keeping store presentable organizing customer information. Listening to what a customer is looking for and helping them find it.

Human Resources Technician

Geico Insurance

May 2016 to June 2017

Human Resource Tech, answering phones, setting up new hire appointments, interview paperwork and administering candidate testing.

Human Resources Assistant at Catholic Charities in The Diocese of La Crosse

Sisters of St. Francis of the Martyr St. George - Alton, IL

September 2005 to April 2016

Alton IL

September 2005 - April 2016

My most recent assignment was as the Human Resources Assistant at Catholic Charities in The Diocese of La Crosse. My duties included but were not limited to:

Create and maintain personnel files. Create employee reports as requested.

Prepare new hire packets. Ensure all new hire paperwork is received and forwarded as needed.

Assisting with benefits enrollment, changes and terminations. Prepare benefit packets. Review benefit bills for accuracy. Prepare COBRA notices and track payments.

Maintain applicant flow log. Send out decline letters.

Coordinate key/ property inventory process.

Assist HR Director with planning all-staff meetings, employee events and employee recognition.
Conduct research on topics as requested by HR Director and assist with projects.
Provide basic administrative support to HR Director. Reconciles credit card statements on a monthly basis.
Act as back-up to HR Director in preparing PLT report for payroll.
Other assignments have included:
In charge of the Convent Kitchen. Ordering food and other supplies, keeping financial records, tracking meals ordered.
Housekeeping and Cooking at Bonacum House, a Priest retirement home in Lincoln, Nebraska
In Charge of the Household of Cardinal Rigali in Philadelphia, Pennsylvania before his retirement.
Planning and organizing events, making purchases for the house, and over seeing day to day running of the house.
Working in the household at the Vatican Embassy, Washington DC. Assisting with events, housekeeping and cooking.

Education

Bachelor's in Psychology and Business

Ashford University - San Diego, CA

June 2016 to March 2019

Skills

ADP PAYROLL (Less than 1 year), employee records. (Less than 1 year), payroll. (10+ years), payroll software (Less than 1 year), solutions. (Less than 1 year), Outlook, Administrative Assistant, Scheduling, MS Office, Receptionist, Filing, Excel, Sales

Certifications/Licenses

Driver's License

Additional Information

Skills

Ability to tolerate stressful situations.
Ability to prioritize and coordinate multiple tasks.
Ability to utilize standard office software, and various payroll software and employee records.
Ability to understand and maintain confidentiality.
Knowledge of and experience with standard office procedures.
Excellent organizational and follow-up skills.
Ability to prepare and deliver group presentations.
Excellent listening skills and the ability to problem solve to find creative solutions.