

1/20/2021

Cora Services
8540 Verree Rd,
Philadelphia PA 19111

Good morning,

My name is Vanessa Diaz, and I graduated with a Bachelor of Business Administration with a double emphasis in Management and Human Resources, and a minor in Public Administration. I have over two years of experience and while you most likely hear this all the time, I would be an excellent fit for the position and a valuable resource to your team thanks to my previous role and my motivation to evolve as a professional.

In my time with WSP USA Inc., I handle a variety of human resources functions that include onboarding, offboarding, compensation, leaves of absence, training, and guide creation. My experience at WSP has helped solidify the human resources foundation that I needed and has helped me become a consultant to my human resources peers. WSP USA Inc. is a global company, which has given me the opportunity to handle different regions within the United States and gain knowledge on how to handle state-specific HR requirements. This has resulted in me becoming an expert on California law since it was one of the first regions I covered.

With Schneider, I gained experience my experience with recruiting by reviewing applications and ensuring that prospective candidates met job qualifications. This taught me accountability and allowed me to become a decision maker. While in this role, I also accepted additional responsibilities by being trained on our CDL training and third party agency recruiting program. This allowed me to see how other departments fundamentally worked, giving me a better understanding of the recruiting process.

While interning at The Green Bay Children's Museum I brought in new volunteer groups, through the use of social media, flyers, and email. I kept accurate volunteer information and logged in all volunteered hours. During my time at the museum, I worked independently and aimed to find diverse volunteers from within the community.

I am organized, outgoing, and confident. I aim for excellence and believe in accountability. I am a team player who is willing to go the extra mile. I look forward to learning more about this opportunity and to proving that I am an excellent fit for this position.

Thank you,

Vanessa Diaz