Contact

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Top Skills Microsoft Excel Customer Service Invoicing

April Edberg

## Payroll Specialist / Prevailing Wage Anaheim

## aledberg@hotmail.com

## april.edberg@oldcastleprecast.com

## 909-532-6883

Summary

Experienced Payroll/ HR Generalist with a demonstrated history of working in the Construction industry. Skilled in Cash Flow, Analytical Skills, ADP Payroll, Microsoft Excel, and Administration.

Experience

Oldcastle Precast

### Payroll Specialist

December 2017 - Present (2 years 9 months) Perris, CA

## Building Electronic Control

### HR Generalist

August 2017 - October 2017 (3 months) Glendora

Temp Position- Union Payroll, Certified Payroll, Onboarding, Notary Public

## NuWay Masonry

### Accounts Payable Clerk

June 2017 - August 2017 (3 months) Jurupa valley, Ca

Temp Position

## T3 Contractors, Inc.

### Human Resources Manager

January 2016 - June 2017 (1 year 6 months) Riverside, Ca

Union/nonUnion Payroll, Certified Payroll Reports, LCP Tracker, DIR Submissions,

## De Forest Search Partners

### Front Office Manager

April 2015 - September 2015 (6 months) Garden Grove, California

Quick books, Payroll, Human Resources, Accounts Payable, Accounts Receivable, General Accounting, ordering supplies for office and warehouse, creating invoices, collections, Customer Service,month end reconciliations, Expense Reports, issuing refunds and credits, daily transaction reconciliation,

## Janus Corporation

### Contracts Specialist

July 2014 - March 2015 (9 months) Norco, California

Union Payroll, Certified Payroll, Certificates of Insurance, Accounting, Accounts Receivable, Accounts Payable, Performance and Payment Bonds, Construction Partner, Human Resources,

## ARB, Inc.

2 years 9 months

### Office Manager

January 2014 - April 2014 (4 months) Lake Forest, California

Payroll, Human Resources, Accounts Payable, RFI, Change Order, Billing,

### Office Manager

November 2013 - January 2014 (3 months) Bakersfield, California

Accounting, Accounts Receivable, Accounts Payable, Performance and Payment Bonds,Human Resources, Penta, P vault,

### Office Manager

January 2013 - November 2013 (11 months) Tonopah, Nevada

### Billing Coordinator

April 2012 - December 2012 (9 months) Greater San Diego Area

### Office Support

August 2011 - April 2012 (9 months) El Centro, CA

## HUNTINGTON ASTHMA AND ALLERGY CLINIC

### Office Support

December 2010 - December 2011 (1 year 1 month) Pasadena, CA

Front desk, greet patients, filing, shredding documents,

## SAN BERNARDINO CITY HALL

### Intern for Civil Service

May 2010 - June 2010 (2 months) San Bernardino, ca

## St. Bernardine Medical Center

### Volunteer - Desk Assistant

November 2009 - January 2010 (3 months) San Bernardino, Ca

Assist visitors, filing, greeting,

## UNION I.A.T.S.E.

### Stage Hand

April 2007 - April 2008 (1 year 1 month) San Bernardino, CA

# Education

## Orange Coast College

Associate of Arts and Sciences (AAS) · (2012 - 2015)

## San Bernardino Valley College

Sociology, Psychology, Business · (2010 - 2012)

## Inland Empire Job Corp

Business and Finance · (2010 - 2011)

## Pacific High School

High School Diploma, General · (2001 - 2005)