



KAMILA RUBIO

HUMAN RESOURCES PROFESSIONAL

PERSONAL PROFILE

A high energy and high empathy professional seeking opportunities for growth and advancement within the HR & Business Communication fields. Demonstrated ability to lead teams and provide creative solutions.

PROFESSIONAL EXPERIENCE

Customer Support Associate

Aerotek | Aug 2020 - Present

- Executed and developed payroll delivery of 150+ contractors on a weekly basis
- Managed the distribution and explanation of expected and actual commission numbers
- Collected and input timecards for payroll processing for 100+ contractors
- Ensured and provided customer service through 100+ calls/emails on a daily basis
- Organized and completed pre employment paperwork for 500+ contractors
- Processed drug screenings and background checks for 500+ contractors
- Handled the onboarding/start process for 500+ contractors
- Organized and filed 400+ HR folders for processing
- Conducted internal audits as requested by Corporate Human Resources

Branch Manager / Business Owner

College Works Painting | Feb 2019 - June 2019

- 2nd Highest Grossing Intern in California March 2019
- Secured sales of house painting projects with revenues in excess of \$25,000
- Project Manager of 5+ Painting Associates
- Hired and trained 5+ Painting Associates

Lead Teacher / Classroom Planner

Champions Before and After School | Aug 2018 - September 2020

- Organized and ran a class of 30+ students ranging from 3rd-7th grade
- Created lesson plans and daily schedules
- Maintained healthy relationships with each student and their parents/guardians
- Tutored students on their homework
- Raised homework and test scores of more than 50% of students

EDUCATIONAL HISTORY

Sacramento State University

BA Communications | Aug 2018 - May 2020

- Degree Honors - Cum Laude - 3.6 GPA

Sacramento City College

AA Communications Studies | Aug 2015 - May 2018

CONTACT ME AT

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SKILLS SUMMARY

- Oracle PeopleSoft
- Microsoft Excel
- Data Entry
- Project Management
- Organizational Management
- Data Research
- Talent Recruiting
- Conflict Resolution
- Time Management
- Onboarding / Off Boarding
- Persuasive Speaking
- Public Speaking

PROFESSIONAL PROJECTS

- College Works Business Owner
- College Works Talent Acquisition
- Champions Program Fundraisers
- Presentation of Active vs. Supportive Listening
- Demonstration of Small Group Communication



LinkedIn