James Seidl

4324 Granby Way, Marietta, GA, 770-337-3453, james.seidl@gmail.com

**Human Resources, Administrative & Customer Service Professional**

People-first mindset as demonstrated by consistently exceeding colleague and client expectations while delivering results aligned with their objectives. Exemplary planning and organizational skills with great attention to detail. Effective at time-management and multitasking. Ability to adapt to challenges while collaborating with personnel at all levels. Extensive problem-solving and strong verbal and written communication skills in English and Spanish.

**Work Experience**

Rialtic Aug 2022 – Mar 2023

People Operations, Talent, and Administrative Support - Reason for Leaving: Layoff due to budget issues

* Full Desk Recruiter Support for multiple departments
* Responsible for coordination of all interviews and onboarding for North America
* Responsible for all candidate tracking, communication, and interview scheduling for North America
* Responsible for maintaining consistency across different systems that make up the HRIS and ATS databases.
* Managing scheduling and execution of major office events for the leadership team and company board
* Onsite office management and maintenance

Delta Air Lines via Next Level Business Services Mar - Jun 2022

Human Resources Specialist - 4 month contract

* Pre-Employment Adjudication team member – employee validation/qualification for hire and oversight of all onboarding activities

GreyOrange Feb 2021 – Mar 2022

People Operations Generalist - Reason for Leaving: Position moved to GreyOrange India

* Full Desk Recruiter Support for multiple departments
* Responsible for coordination of all interviews, background check and onboarding for North America
* Responsible for all candidate tracking, communication, and interview scheduling for North America

Alexander Mann Solutions Oct 2019 – Feb 2021

Sr. Recruiting Coordinator on Project Contracts for Delta Air Lines, Amazon, and Morgan Stanley

* Responsible for coordinating scheduling for applicants to multiple appointments in the hiring process.
* Problem solver for participant support calls around all aspects of hiring (pre-application to hired)
* Audit support of the hiring process, reporting errors, and correcting mistakes where needed

Custard Insurance Adjusters Sep 2018 – Oct 2019

Customer Service – Call Center Representative - Reason for Leaving: To work in HR role

* Spanish & English language customer call support for claims execution
* Document management and data entry administration

U.S. Attorney’s Office, Northern District of Georgia, Atlanta Mar 2017 – May 2018

Human Resources Assistant (Extended Internship)

* Trained in HR specific administrative tasks/duties including working with confidential data
	+ Processing and filing of performance reviews, HRIS database maintenance
	+ Document management inclusive of updating filing methods, forms storage and retrieval, and coordination of electronic and paper-based filing systems
	+ Facilitation of employee interviews, orientation, transfers, resignations, retirements

**EDUCATION**

Clemson University, Clemson, SC 2020 - 2022

Master’s Degree - Human Resource Development (MHRD)

* Course work completed while working full time as part of the Clemson MHRD program

Oglethorpe University, Brookhaven, GA 2014 – 2018

B.A. International Studies, B.A. Spanish – 3.5 Cumulative GPA, Graduated Cum Laude

* Four-year full academic scholarship awarded based on civic engagement and community service after competitive evaluation of character and contribution to community
* Oglethorpe University Awards: 2017-2018 A\_LAB Award, 2014-2015 SGA Community Appreciation Award, 2014 – 2015 EPPY Award
* Semester abroad Fall 2016 – University of Alicante, Spain. Language & Culture Program

**ADDITIONAL QUALIFICATIONS**

* Eagle Scout
* Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook, etc) and Google Suite.