**Lora Vanvliet**

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**Objective**

I am seeking a career within human resources, and currently holding a 3.85 GPA in human resource management classes. I will receive my HRM certification in April 2022. I want to further my education climbing the career ladder, learning as much as possible. I am skilled and knowledgeable within the Human Resources, with the abilities and current education in employment law practices & policies, compensation & benefits, strategic human resource planning, performance management, employee engagement, and project management, and extremely detailed orientated, and organized. I am familiar Microsoft word, excel, PowerPoint, Teams, HRIS, People HR, Paylocity, workday, and oracle talent management.

**Education**

**The University of Phoenix-Phoenix, AZ** – 08/2021 – Current

I am currently working towards my bachelor’s degree in Human Resource Management and will receive my HRM certification in April 2022 and a total of 36 credits, and continue to further my education keeping up to date on law, policies, regulations, aligning organizational strategic goals to help attract and retain employees and creating a positive, safe, and diverse working environment.

**Colorado Technical University**- Colorado Springs, CO-12/2017 to 06/2019

Bachelor's degree in Business Management & Entrepreneurship Specialist- 18 credits

**Plymouth Canton High School (Starkweather)** Plymouth, MI-GED – 09/1995 to 06/1999

**Work Experience**

**Pool Geek - Howell, MI**

**Human Resource & Administrative Assistant**

March 2021 to June 2021

* Paylocity (software)
* HIRS (software)
* Account payable/receivable
* Customer service via email
* Excel, Microsoft word
* Employee files (up to date & verifying legal documents)

Reason for leaving: Pool Geek’s main selling products are chlorine, due to the chlorine shortage this past summer they had to lay me off due to the uncertainty of the next shipment possible not until mid-late summer 2022.

**Feldman Hyundai-New Hudson, MI**

**Business Development Manager**

June 2019 to February 2020

* worked with five different CRM software system
* trained salesforce on the computer system
* handled all customer service issues & follow-up
* customer service appointment setting with the highest show rate of 100% and my lowest at 97%.
* resume review & interviews

**Michaels - Brighton, MI**

**Operation Manager & Assistant Store Manager**

October 2018 to May 2019

* As the assistant store manager and operations manager, my responsibilities included inventory, outstanding
* daily deposits & weekly safe audits
* onboarding including training employees and entering new employee information
* policies, following and instructing policies, employment laws, safety regulations
* Payroll & benefits
* People HR & Oracle talent management (software)