GIOVANNY RODRIGUEZ

Address: Myrtle Beach, SC Phone: 803-238-6398

CAREER HISTORY:

# Plant Vogtle 3&4 / Administrative Assistant & Translator 2018 - Present

**Training Coordinator**

• Communicating with managers to identify training needs and mapping out development plans for teams and individuals

• Worked directly with non-English speaking employees translating policies, procedures and safety to ensure their understanding and compliances for a smoother transition to the onboarding process.

• Coordinate training schedules and book conference rooms as appropriate.

• Manage distribution lists for email communications regarding training opportunities.

• Enter and track training data in E Track system.

• Set comprehensive goals for performance and growth

• Lead employees to encourage maximum performance and dedication

• Provide administrative support to ensure efficient operation of the office.

• Supports managers and employees through a variety of tasks related to organization and communication.

• Responsible for confidential and time sensitive material.

• Communicating with managers to identify training needs and mapping out development plans for teams and individuals

• Set comprehensive goals for performance and growth

• Establish policies that promote company culture and vision

• Oversee daily operations of the company and the work of executives (IT, Marketing, Sales, Finance etc.)

• Lead employees to encourage maximum performance and dedication

• Evaluate performance by analyzing and interpreting data and metrics

• Write and submit reports to the CEO in all matters of importance

• Assist CEO in coordinating meetings, agenda and plans.

• Schedule classes for the week, communicate with vendors and training

# Vogtle 3&4 / RCC Timekeeper & New Hire Liaison –September 2017 – 2018

**Time Keeper / Manager:**

* Responsible for maintaining and exceeding standards of excellence in time keeping, guest services, client retention and staff proficiency.
* Managed a busy client diary while maximizing revenue potential at every opportunity. Compiled employees' time and production records, meetings and required classes.
* Compiled employees' time and production records, reviews timesheets, work charts, and timecards for completeness.
* Computed total time worked by employees, posts time worked to master timesheet and routes timesheet to payroll department.
* Distributed employee’s checks calculate time worked and units produced by piece-work or bonus work • Located workers on jobs at various times to verify attendance of workers listed on daily time sheet.

New Hire Liaison:

* Counsel new hires and direct them to necessary classes, training and onboarding activities
* Worked directly with non-English speaking employees translating policies, procedures and safety to ensure their understanding and compliances for a smoother transition to the onboarding process.
* Organization, responsible for the day-to-day management of new hires, manage the administration of the policies, procedures and programs of the organization.
* Set goals, motivate team members, create learning paths for new hires and ensure timely completions.
* Understanding my managerial duties were essential in increasing productivity and performance within a workplace, answering any questions they may have and leading by example.

Isabella Salon & Spa:

* Managed a team of 13 beauticians
* Oversaw daily salon operations including hiring and training beauticians
* Organize employees’ shifts, considering peak times and seasonality
* Order beauty products, like creams and essential oils and replenish stock
* Arrange for regular maintenance services for all equipment
* Maintain staff records, including salaries and working schedules

**Skills:**

* Experience in fundraising
* Working knowledge of data analysis and performance/operation metrics
* Working knowledge of IT/Business infrastructure and MS Office
* Organizational and leadership abilities
* Excellent interpersonal and public speaking skills
* Aptitude in decision-making and problem-solving
* **Fluent in Spanish**
* Always bringing a positive attitude to the work place