

Angelica Vazquez-Acosta

Salinas, CA 93905 | 831-776-0864 | angievazquez61@yahoo.com

Skills & Abilities

RECRUITING

- Full-cycle recruitment for technical and skill trade companies to provide staffing solutions specific to their technical and non-technical hiring needs.
- Coordinated the employment process for all vacant positions, including job postings, recruitment, screening interviews, reference checks, and offer letters.
- Work with management to develop and implement proactive recruiting strategies.

HUMAN RECOURCES

- Worked closely with Human Recourse managers to ensure optimal staffing needs were meet.
- Advised and trained managers on disciplinary performance and termination procedures.
- Performed background check, employment verification, conducted new employee onboarding and administrated employee benefits.
- Assisted in worker compensation investigation and work Safety implementations.
- Issued checks, verified check deposits, submitted payroll request and resolved payroll issues.

COMMUNICATION

- Served as a link between leadership, management and employees by answering questions, communicating decisions and helping to resolve work related matters.
- In charge of maintaining employee and contract files, keeping company in compliance with current laws, coordinating office activities and events.
- Communicated with all levels of management regarding business documents and workflow needs.

Experience

STAFFING SPECIALIST | EMPLOYNET | JULY 2017 - PRESENT

- Performed full-cycle recruiting; sourcing, interviewing, negotiation and closing candidates for contract assignments or Direct placement.
- Work closely with internal and external management to help qualify requisitions, present candidates, facilitate the interview process, negotiate offers and assist with onboarding needs specific to clients' HR policies.
- Validated applicants' reference and communicated with previous employers to qualify capabilities and verify work history.
- Minimized company liability by ensuring that recruiting and hiring practices followed governmental regulations.
- Ran extensive background checks on new hires and yearly background checks.
- Responsible for processing new hires, termination, and rate changes, while maintaining proper documentation.
- Facilitated the initial treatment and reporting of worker's compensation incidents at the site.
- Prepare and process payroll data for an approximately 200 employees.
- Arranged and administered new hire employment documentation
- Received recognition in 2018 for the "Staffing Specialist of the year"

SENIOR ENERGY CONSULTANT | SOLARIS | AUGUST 2016 – JULY 2017

- Followed sales policies, procedures and ensure clients expectations were meet, resulting in an overall annual increase of sales.
- Networked local neighborhoods for lead generating and referrals.
- Worked closely with customers to guide them through solar installation.
- Collect required documents and upload paperwork.
- Gathered 3rd party energy data and designed personalized solar systems.
- Perform weekly follow-up calls/emails with new and current customers

FIELD ENERGY CONSULTANT | SOLAR CITY | JUNE 2015– JULY 2017

- Generated leads through retail partners, referral, and network systems, and cold calling.
- Performed face-to-face presentations for new and current customers.
- Conducted analysis of customers' current and projected cost.
- Managed full life cycle of sales with a 55% closing ratio.
- Ensured customer retention by maintaining relationships with current and prospect accounts.
- Devised sales and marketing strategies, that lead to highest number of referral sales closed.
- Maintained and update logs using Salesforce and self-created CRM spreadsheets.
- Acted as project manager for life cycle of customer accounts.

FIELD ENERGY SPECIALITST (LEAD GENERATOR) | SOLAR CITY | MARCH 2015– JUNE 2015

- First point of contact provided exceptional customer experience.
- Exceled in engaging prospective customers in discussion and generating qualified leads.
- Conducted seminars for 20+ people at retail stores such as The Home Depot.
- Collaborated with Consulting team to meet sales goals and objectives.
- Recognized for exceeding quota 50% MoM.
- Promoted to FEC role in half the time it was anticipated

EDUCTION

GONZALES HIGH SCHOOL

High school diploma-June 2011