

Sinead G. Trautman

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EDUCATION

Baylor University

Waco, Texas

- Bachelor's of Business Administration Degree

Major: Human Resources Management

GPA 3.31 Major GPA 3.45

Graduation: May 2015

TECHNICAL SKILLS

Highly Proficient on Mac and PC. Advanced Gmail, Google Calendar, Google Drive, MS office (Word, Outlook, Excel and PowerPoint) skills. Intermediate Quickbooks and PeopleSoft skills with light exposure to Salesforce.

EMPLOYMENT HISTORY

Venrock

Palo Alto, California

Front Desk Administrator, Accounts Payable Clerk, Executive Assistant

July 2016 – Present

- Director of First Impressions: Greet and welcome guests; answer and direct inquiries to designated department
- Cultivate office culture by organizing bi-weekly lunches, outings and festivities
- Process vendor invoices and monthly expense reports efficiently and accurately
- Provide comprehensive support to the Vice President of Communications and marketing team; excel at scheduling meetings, coordinating travel, and assisting event coordinating
- Maintain pantry and office supply levels

Half Moon Bay Inn

Half Moon Bay, California

Front Desk Agent, Part-Time Manager (seasonal)

June 2012 – July 2016

- Answered and screened incoming phone calls and emails in a friendly and professional manner
- Processed incoming and outgoing mail and distributed accordingly
- Increased customer volume by marketing unsold rooms
- Negotiated and found solutions to various issues with customers
- Settled the end of day credit card report and settled account sheet in Quickbooks

Lyft

San Francisco, California

Front Desk Coordinator (temporary position)

December 2015 - February 2016

- Oriented guests upon arrival for meetings and interviews
- Diffused conflict with disgruntled Lyft drivers
- Assisted management with various events such as company-wide meetings, new hire orientations and external seminars
- Coordinated large group arrivals and ensured all guests needs were met

Providence Healthcare Network

Waco, Texas

Human Resources Data Analyst/Intern

February 2014 - May 2015

- Collected and analyzed Human Resources data from multiple sources for the development of reports and statistical information
- Created a competency based interviewing guide for hiring managers, and analyzed exit interviews to address turnover rate
- Developed and updated company policies
- Revised the company wide wage scale for recruiters

PHILANTHROPY

Childrens Hopechest: Visited orphanages in Russia to build proper bathing facilities, offer Christmas gifts and provide education to the children for 2 consecutive years

Interact Club: Held Treasurer position for 2 years for a community service club that engaged with charities in the Bay Area and Mexico

Presidio Land Trust: Remove foreign weeds that invade and harm native plant species