

GAEL RODRIGUEZ

PROFILE

Dedicated HR Assistant with a passion for supporting HR functions and contributing to organizational success. Skilled in recruitment processes, employee onboarding, and maintaining HR policies. Adept at communication, time management, and fostering team collaboration. With a solid foundation in HR administrative tasks and a commitment to excellence, I am prepared to contribute effectively to Fresh and Co in the HR Assistant role

ACTIVITIES AND INTERESTS

- Ethics
- Philosophy
- Chess
- Sports
- Hiking
- Teaching

KEY SKILLS

- Communication
- Excellent listener
- Friendly, courteous, & service oriented
- Poised under pressure
- Time Management
- Recruiting & hiring talent
- Quality assurance
- Solid written & verbal communicator

WORK EXPERIENCE

HR Assistant

130 west 37th street | Manhattan, NY
May 2022- August 2024

As an HR Assistant at Fresh and Co, during my breaks in college. For the last two years I supported the HR team and assisted in various HR functions. My responsibilities included:

- Assisting with recruitment processes, including scheduling interviews and maintaining candidate databases
- Participating in employee onboarding and orientation processes
- Assisting with HR administrative tasks, such as maintaining employee records
- Contributing to the development and implementation of HR policies and procedures

EDUCATION

High School Diploma

Riverdale Kingsbridge Academy
Sep 2017 – June 2020