
Sarah C. Prucha

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PERSONAL SUMMARY

A dedicated and reliable employee with experience as an HR assistant in the healthcare industry, and as an administrative assistant in the retail industry. Possesses the ability to work in a fast paced environment and maintain a positive attitude in difficult situations. Able to learn quickly, work independently and as a part of a team, and maintain positive and professional relationships with coworkers. Currently a full time student pursuing a bachelor's degree in Business Administration: Management Information Systems at San Jose State University with an expected graduation date of December 2024.

WORK EXPERIENCE

Sequoia Home Health and Hospice, Milpitas - *Human Resources Assistant*

September 2022 - Current

- Maintain the organization and completion of over 140 employee files
- Ensure clinicians have maintain valid professional licenses and requirements
- Assist the HR Manager in the onboarding process of new hires
- Use Microsoft Office daily to complete various tasks and projects assigned by the HR Manager
- Work with IT to trouble-shoot company phones, laptops, and printers
- Assist in scheduling performance reviews and competency assessments
- Support the HR Manager in preparing for HR audits
- Support diverse, cross-functional teams in the Home Health, Hospice, and Admin departments with various projects

Macy's, Coddington - *Administrative Assistant*

July 2021 - July 2022

- Contact and conduct phone screenings with potential candidates through Indeed and Macy's Jobs
- Create, extend, and withdraw job offers with supervision
- Process I-9 forms and onboard new employees
- Maintain cash office and perform related tasks
- Assist management in scheduling hiring events, interviews, etc.
- Answer and direct phone calls from customers and colleagues
- Place supply orders and maintenance work orders
- Work with HR to resolve employee issues
- Assist MBA in filing and maintaining important documents
- Assist management in staying up to date on corporate notices, compliance updates, and other business essential information
- Manage incoming and outgoing mail

Macy's, Coddington - *Jewelry Clerical*

December 2020 - July 2021

- Maintain and file important documents
- Maintain cleanliness and organization throughout the department

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- Process high value merchandise
 - Work with third party jewelry repair shops
 - Assist the sales team as needed

PowerCup Coffee, De Anza College - *Barista*

July 2019 - March 2020

- Took orders at the register and promoted new menu items
- Maintained inventory, cleanliness and organization
- Prepared drinks and provided a friendly and positive experience for customers
- Increased customer retention by creating individualized interpersonal relationships with each customer

Papa Murphy's, Scotts Valley and San Jose - *Shift Supervisor*

June 2016 - December 2019

- Prepared high quality food for customers with focus on food safety and efficiency
- Maintained inventory, cleanliness and organization
- Led shifts, managed and supervised teams, trained new employees
- Opened and closed register, ensuring that my drawer was balanced
- Placed phone orders for produce and store materials

EDUCATION

San Jose State University - *Current Student*

January 2023 - Current

Pursuing a bachelor's degree in Business Administration with a concentration in Management Information Systems. Expected graduation date December 2024.

Santa Rosa Junior College - *Associate's Degrees*

August 2020 - May 2023

Completed three associate's degrees in Business Administration, Human Resource Administration, and Spanish. Also received a certificate in Microsoft Excel.

San Lorenzo Valley High School - *High School Diploma*

August 2013 - June 2017

Graduated with honors on the senior project.

VOLUNTEER EXPERIENCE

San Lorenzo Valley High School, Felton - *Volunteer Assistant Cheer Coach*

May 2018 - August 2020

- Implemented a physically safe learning environment, ensuring compliance with high school level sport safety regulations
- Helped motivate teenagers to excel in cheerleading and in academics