

Adriana DeLira

"Committed to the growth and development of those around me while providing professional support in personal development."

Core Competencies:

- Certified Microsoft Office Specialist 2007
- Bilingual
- H.R Manual Developed
- QuickBooks Accountant 2011
- Payroll Experience
- Leadership Skills

- **Strong organizational skill** as well as attention to detail and able to multi-task.
- **History of establishing strong customer relationships** in diverse settings, working diligently to communicate proactively with internal and external clients.
- **Comfortable in sensitive situations** where confidentiality and discretion are required.
- **Proven to establish and manage employee files** designing first time process to establish Human Resources department.

Education

University of Central Oklahoma, Edmond, OK 2010- Present

- Bachelor of Business Administration in Human Resources anticipated December 2011

Oklahoma City Community College, Oklahoma City, Ok 2007-2009

- Associate of Science in Business, Obtained December 2009

Professional Highlights

- University of Central Oklahoma Human Resource Society- Executive Vice President 2011
- Gamma Iota Sigma- member of the international risk management, insurance and actuarial science collegiate fraternity 2011
- Human Resources Internship Spring 2011
- Oklahoma City Human Resources Society- member
- Junior Achievement Volunteer

Experience

Chloeta Fire, LLC, Oklahoma City, OK

February 2011- September 2011

Chief Human Resources Officer

While acting as Chief Human Resources Officer at Chloeta Fire, I was the key human resources person for this start-up business. Established the process for employee files, and procedures that are crucial to the successful operations of a human resources department. Gained valuable insight into small business management and worked closely with the Chief Executive Officer of the business in order to establish a fully functional human resources department.

- Served as the main point of contact between the Chief Executive Officer and 85 employees.
- Managed confidential employee records for employees and provided Human Resources support to staff.
- Established employee handbook and maintained proper human resources documentation.
- Coordinated administration and maintenance between field crew supervisors and online payroll system.
- Responsible for recruiting, interviewing, hiring and terminating employees.

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Midland Mortgage Company, Oklahoma City, OK

October 2007-September 2010

Loan Counselor

- Responsible for training new hires.
- Counsel and assist mortgagors on financial matters to assess loan eligibility.
- Act as primary bilingual counselor.
- Ensured the proper handling and management of documents to protect client confidentiality.

Dell, Oklahoma City, OK

May 2007-September 2007

Sales Representative

- Managed order processing from start to end, including verifying orders, shipping status and completion of documents.
- Collaborate with clients to facilitate customized products.
- Trouble shooting of inbound calls regarding client's purchases.