

Earnestine W. Alliniece

Executive and Technical Administrator.

Human Resource Coordinator with extensive background in Human Resource administration Business Management including accounting, insurance claims and purchasing.

Management Skills for Executive Assistants

Professional Education Seminars including Effective Communication

Team Building

Human Resources Seminars & Training

Human Resource Assistant/ Administrative Assistant

Process pre-employment testing/screening and new hire orientations

Benefits administration; maintain new hire benefits eligibility matrix and
Updates employees' safety matrix

Updates employees hours worked logs for various entities

Maintains employees personnel files

Interacts with employees and vendors in a professional manner

Provides administrative assistance as required

Provides back-up support to the office administrator/receptionist

Prepare documents for US & Canada employees for work visas

Prepare documents and exit interviews on exiting employees

Schedule Passport appointments

Prepare Monthly calendars for VP of Human Resource & Operations

Perform all orientation classes, drug screening, and background checks on all new hires.

Provided administrative support to the Administrator, Business