

Michaela Chappell

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EXPERIENCE

Keppler Chiropractic, Sacramento — Accounts Payable/Bookkeeper

MAY 2019- AUGUST 2019

Carefully monitored business bank accounts, recorded invoices and budgeted finances. Prepared daily and weekly statistics and graphs for owner. Professionally responded to all business emails and voicemails. Scheduled and checked patients in/out while providing an excellent customer experience. Processed payroll and all aspects of HR.

Burger Rehab. Systems, Inc., Folsom — Human Resources Assistant

APRIL 2019- MAY 2019

Managed employee benefits, input data into HRIS systems, and ran reports to analyze employee data. Ensured employee documents, licenses, and certifications were current. Processed new hire/ termination paperwork. Organized and managed employee trainings.

Goodwill Central Coast, Salinas — Human Resources Assistant

AUGUST 2015- AUGUST 2017

Provided exceptional front desk reception with duties including greeting guests, answering multi-line phone system, filing as per CA law, mail distribution, and copy/scan/fax documents. Carefully handled all employee relations, benefits, leaves of absence, training, worker's compensation and unemployment claims. Analyzed reports ran through employee database for Vice President. Successfully marketed open positions and recruited employees. Processed all new hire/termination paperwork.

In-Home Supportive Services, Santa Cruz — Caregiver

MARCH 2006-JULY 2013

Provided care for elderly and disable clients, including meal prep., housework, medication reminders, Hospice care, personal hygiene, and loving companionship.

Capitola Book Cafe, Capitola — Manager

DECEMBER 2007-DECEMBER 2012

Managed daily functions of the bookstore. Provided front desk information, processed orders, managed consignment and used book buying, processed inventory, and creatively merchandised products to increase sales.

EDUCATION

IREM REstart Program, Sacramento — Certificate of Completion

NOVEMBER 2019

Property Management Training program which provides the knowledge, education, and skills required for a career in property management.

Cabrillo College, Aptos

2012

General education with an emphasis on Sociology and Human Services

Soquel High School, Soquel — Diploma

2009

Graduated with 'Honors for Excellence in Academics' and the 'Charles Wolters Scholarship for Excellence in the Arts'

SKILLS

Microsoft Office Suite
Type 55 WPM
Quickbooks Online
HRIS
CRM databases
Spreadsheets & data entry
Customer Service
Scheduling
Statistics & graphs

ACCOMPLISHMENTS

Improved Recruitment Process

Created & managed Goodwill Central Coast's first ever online job application & applicant tracking system through myStaffingPro.

Expanded Sales

Implemented a system for buying, tracking inventory, and selling used books at Capitola Book Cafe. This project expanded the company's retail sales and increased customer satisfaction.

REFERENCES

Jaime Reynolds-V.P.Of HR & Admin.

GOODWILL CENTRAL COAST
(831) 423-8611

Yara Orozco-Program Manager

WOMEN'S EMPOWERMENT
(916) 669-2307

Michelle Breazell- HR Manager

BURGER REHABILITATION SYSTEMS, INC.
(916) 983-5915 X258

