**[Marketing Administrative Assistant](https://www.postjobfree.com/resume/ad059a/marketing-administrative-sandy-hook-ct)**

**Location:**Sandy Hook, CT, 06482

**Posted:**November 15, 2023

**Contact Info:**

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Job Description (optional) 



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**Resume:**

Nameer Iqbal

28 New Lebbon Rd, Sandy Hook, CT, 06482 203.543.2779 nameer.iqbal@uconn.edu

https://www.linkedin.com/in/nameeriqbal/

Education

Bachelor of Arts in Psychology

Bachelor of Science in Business

University of Connecticut (Storrs), Major: Management and Psychology May 2023

GPA: 3.42/4.00

Skills

Computer: Microsoft Office (Excel, Word, PowerPoint,etc), Minitab

HR: Frontline, CTReap, Bullhorn, Xplore, Account Management, HRIS systems

Language: English, conversational Spanish, and fluent in Urdu

Work Experience

Bridgeport Public Schools, Bridgeport, Connecticut June 2023-Present

Human Resources Generalist

? Maintains filing, including but not limited to confidential employee files/profiles for all past and

current employees. Ensures timely retrieval and archiving related to personnel files.

? Processes and manages incoming/outgoing telephone calls, mail, information and

correspondence.

? Supports scheduling, coordination and preparation for meetings, including interviews.

? Assists in posting job openings to multiple job boards in a punctual fashion.

? Properly prepares and maintains charts, spreadsheets and other data records, as assigned, to

monitor the status of various employment processes; e.g., screening, on-boarding.

? Sources/recruits candidates by using HRIS databases and participates in the onboarding of new

employees

Randstad Technologies, Stamford, Connecticut September 2022- November 2022

Recruiter Intern

? Worked on sourcing talent, creating a shortlist of 10 potential candidates for several job orders

? Conducted Boolean searches utilizing different modifiers to filter candidate searches

? Coordinated and functioned alongside account managers throughout the job order delivery cycle

? Provided key insights in internal team meetings, collaborating with sales, recruiting and operations

leaders on various ad hoc projects

The Borgen Project, New Haven, Connecticut May 2021-September 2021

Human Resources Intern

? Performed national recruitment via university job postings, phone screenings, and interviews

? Taught the basics of HR management:Recruiting/Selection and Staff Training/Development

? Assisted with advocacy efforts by mobilizing friends and family to email Congress in favor of

key legislation bills trying to pass important to the organization

? Completed a $500 online fundraiser campaign by promotions through use of networking

The Circle Hotel, Fairfield, Connecticut July 2019?July 2020

Front Desk Associate

? Carried out check-in/check-out tasks for guests such as making keys, payment methods, etc.

? Created/managed reservations and guests? requests prior to arrival and departure

? Answered phone queries about our room availability, standard rates, and amenities