

Caprice L. Hill

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My goal is to impact, change and manage community projects and growing business, which can capitalize on my years of excellent customer service, administrative and technical skills, resource management capabilities, and strategic business processes.

PROFESSIONAL EXPERIENCE

ESC STAFFING SERVICE Milwaukee, WI July 2017 - November 2017

HR System Administrator –Kohl's Corporate (KIC)

- Planview Administrator for Project Managers, Consultants and Associates
- Schedule training events and coordinate events with participants for Learning & Development.

RANDSTAD

Program Administrator - Millipore Sigma-Aldrich May 2017- July 2017

- Learn SAP ERP processes and train global business product managers in the new SAP ERP business management system, host and facilitate online business meetings, create templates in SAP and job aids and training videos for business sites Google Suites and Merck learning center.

MANPOWER Milwaukee, WI March 2016 -- October 2017

Administrative Assistant – Husco International Dec 2016 – April 2017

- Administrative Support for Engineers, Architects and Management for various building projects and products parts using CAD Project Management Program

HR Site Supervisor – Fed-Ex / Buy Seasons

- Oversight, Training and HR Administrative Support for over 40 employees for 3rd and 1st shift

KELLY SERVICES Wauwatosa, WI December 2014 - March 2016

Client Relations – Anthem/ Blue Cross Blue Shield

- Reception/Front Office Support - Multi-line phone system, Input Customer Health Information & Insurance Claims, Assist visitors and Distribute mail and communication to multilevel staff

Human Resources Specialist – Phoenix Care Systems Corporate Office

- Recruiting, On-boarding, Employment & Background Screening, Interviewing & Benefits, and Staffing for over 21 facilities.
- Coordinating & Scheduling Projects with Management and Staff throughout the company.
- Microsoft Office/Project, SharePoint, Social Media Platforms People Soft, & ADP & HR Systems.

DINNER MOVIE EVENTS Milwaukee, WI April 2016 - Until

- Calendaring & Planning, Coordinate & Set-up Special, Business & Community Events
- Arrange Transportation & Accommodations for Event Participants
- Prepare & Reconcile Invoices and General Accounting with Quickbooks

MORE THAN CONQUERORS

Milwaukee, WI

September 2005 – July 2014

Program Administrator / HR Manager – Family, children and youth social services agency

- 10 Years Business Development, Human Resource Management and Program Administration
- Recruiting, On boarding, ADP Payroll, Compensation & Benefits, Scheduling, and Staff Training
- Microsoft Office & Outlook, Instructional Design, and Website Management
- Compliance of DCF 57/46, Drafting & Implementation of Policies and Procedures
- 10 Years Providing Childcare Services, Academic Curriculum, Activities and Staff Development
- 4 Years Managing Residential, Clinical & Professional Services with Housing, Clothing, Food, & Medical for Children and Families.

HARRIS LAW OFFICES

Fox point, WI

July 2004 - September 2005

Paralegal – Business law firm

- 2 Yr Legal Experience in Business Law – Legal Correspondence, Creating Business Documents with DFI, Creating Forms and Documents, Maintain Client Files, Relationship and Case Follow-Up.

AURORA / DR. HARVEY BERNSTEIN

Milwaukee, WI

February 2001- March 2004

Medical Secretary – Medical facilities and physician office

- 3 Years Medical Administration – Knowledgeable in Medical Terminology, Maintaining Patient Contact & Relations, Detailed Attention to Patient Care and Forms, Accurate Input of Patient Information and Filing, Transcribe Doctors Orders & Medications, Timely Response to ICU

POTOWATOMI

Milwaukee, WI

October 1999 – December 2000

Slot Attendant /Technician – Casino and Entertainment

- 3 Years Customer Service, Cash Handling, and Technical Experience - Provided Cash Payoff to Customers and & Verification, and Service, Installation and Maintenance of Slot Machines

DANIEL KONDOS

Glendale, WI

May 1997- October 1999

Paralegal – Personal injury law firm

- 2 Yr Legal Experience – Opening PI cases, Obtaining Accident Reports and Initial Cases Documentation from Insurance Companies, Legal Correspondence, Creating Forms and Documents, Maintain Client Files, Relationship and Case Follow-Up.

EDUCATION

Bryant & Stratton, Milwaukee, WI Hospitality & Human Resources Management - Dec 2018

Joseph Business School, Chicago, IL Business Management - June 2013

UWM, Milwaukee, WI Business & Youth Certification - Jan 2007

MBTI Milwaukee, WI Paralegal Certification - Jan 1997

Grenada High School, Grenada MS Diploma - May 1991

VOLUNTEER / CIVIL SERVICE

The Infinite Church Pastor Radontae Ashford 2017

Responsible Gun Ownership Committee, President Ashanti Hamilton 2017

Unite Milwaukee, Senator Nikiya Dodd 2016

Foundations for Freedom, Dana World- Patterson 2015-2017

Global Hands for Africa, El Beauty Simpson 2014-2016

World Outreach BTC, Pastors Skip and Melva Henderson 2012-2017

REFERENCES

Donesha Minter – Business Owner
414-308-3688

Cheryl Adams – Financial Adviser
414-429-5062

Samuel Coleman- Civil Servant
414-810-8782

Lawton Merritt - Program Manager/ Author
414-731-0090

Tony Nesbitt – Facilitator
414-828-7456