Samantha Marquis

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WORK EXPERIENCE

SW Sun Control Retractable Shades **July 2022 – Present**
Human Resource Generalist
Tucson, AZ

- Recruit and onboard new talent
- Oversee healthcare and other benefits
- Work with department leaders to improve employee retention
- Investigate and resolve employee complaints

Kay Jewelers **Sept. 2015 – May 2019**
Sales Associate *Tucson, AZ*

- Managed cash and reconciled register issues day to day
- Worked with team to help increase sales efficiency
- Provided feedback to team members in a constructive manner

Glitter **June 2014 – July 2015**
Sales Lead *Tucson, AZ*

- lead team in fast paced work environment
- Worked on projects with senior management to increase revenue
- On-boarded and trained new team members

EDUCATION

Colorado State University – Global **June, 2022**
Degree (BS), Majors (Human Resource Management) *Tucson, AZ*

SKILLS & INTERESTS

- **Skills:** Training & development; benefits & payroll administration; talent acquisition; organizational development, Microsoft Office suite; risk assessment; conflict resolution.
- **Interests:** Quilting; traveling; baking; reading; watching television; sports

ACCOMPLISHMENTS & ASSOCIATIONS

SHRM-CP
Testing in December 2022

International Leadership Association
2021 - 2022

Future Farmers of America
2013 - 2014

Model United Nations
2010 - 2014