

Samantha Harvey
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Samantha Harvey is an experienced Office Administrator with a demonstrated history of working in the consulting industry. She is skilled in office administration and organizational efficiency. Owner of fawnfloss, an Etsy small business, Samantha has achieved 1,700+ sales in handmade embroidery hoops, patterns, and more. She is proficient in Adobe Photoshop, graphic design, retail sales, embroidery, and sewing. Samantha has a background as a Visual Merchandiser at Crate and Barrel, excelling in creating appealing displays and maintaining brand image. She is proficient in visual merchandising, retail displays, and visual design. Samantha is a diverse and adaptive professional with a Bachelor of Arts (BA) focused on Theatre/Theater from Loyola University Chicago.

Employment History

December 2023 - Present

Corporate Administrator | Trissential

- Maintains and updates the applicant tracking system (ATS) to ensure accurate and organized candidate records
- Assisted in the development and implementation of HR policies and procedures
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Managed calendars, scheduled interviews, and coordinated logistics for meetings and training sessions
- Handled confidential information with discretion and maintained employee records
- Stayed abreast of employment laws and regulations, ensuring company compliance in recruitment practices
- Prepared and maintained HR documentation, including offer letters, contracts, and employee handbooks
- Facilitated smooth onboarding processes for new hires, including orientation sessions and necessary paperwork

June 2019 - Present

Fibre Artist and Craftsperson | fawnfloss

- Personally owned online store with 1,700+ sales
- High level of technical, hands-on skill with hand-sewing and hand-embroidery
- Sales experience creating unique online item listings, descriptions, photo-taking and editing, and tags and keywords
- Ability to create and transfer original designs from the screen onto an embroidery hoop
- Extensive knowledge working with sewing machines, sergers, and other sewing-related technology
- Experience with many different fabrics of all kinds including cotton, linen, felt, canvas, denim, fleece, and more

- Talent with knitting, crochet, weaving, macramé, jewelry-making, and clay

January 2023 to October 2023

Recruitment Administrator | Expleo Group

- Review and screen resumes and job applications to identify candidates who meet the required qualifications and job specifications
- Schedule and coordinate candidate interviews, ensuring timely communication between candidates, hiring managers, and interviewers
- Create and post job listings on company websites, job boards, and other relevant platforms using theATS program iCIMS to attract a diverse pool of applicants across the United States, Canada, and Mexico
- Maintain accurate and organized candidate databases, ensuring data integrity and compliance with data protection regulations
- Stay informed about employment laws and regulations to ensure recruitment processes adhere to legal requirements
- Generate and analyze recruitment reports to track key metrics, such as time-to-fill, cost-per-hire, and source effectiveness
- Provide administrative assistance to the recruitment team, including document preparation, filing, and correspondence
- Track all employee referrals and their probationary periods, acting as a liaison between recruitment, HR, and payroll, to ensure all candidates receive their bonus packages

February 2022 to September 2022

Visual Merchandiser | Crate and Barrel

- Execute merchandising strategies using visual displays throughout the store. Contribute to the store's visual appeal to bring in customers
- Involved in rearranging, remerchandising, & replenishing new stock as it arrives
- Responsible for keeping designated departments full and shoppable by flexing and re-merchandising areas as items sell-through
- Follow the company's aesthetic and styling techniques to obtain immaculate presentations of merchandising and window displays using directives
- Set up and maintain fixtures using hand or power tools such as drills, hammers, nails, screwdrivers, scissors, paint, glue, ladders, and more

September 2021 to February 2022

Dental Lab Technician | Absolute Dental Services

- Fabricated and sculpted dental implants, dentures, and bridges from 3D printer, based on specific instructions to meet client needs
- Ability to do precision work with hands and pay attention to minute detail
- Thorough knowledge of the process and procedures associated with the design, construction, and repair of a variety of dental appliances
- Effective verbal and written communication skills to maintain strong relations with the technician team

- Strong organizational skills along with the ability to complete every case within a specified deadline
- Ability to properly follow and understand dentists' directions, and prescriptions as well as to work collaboratively with dental technician teams and produce high-quality results

January 2017 to May 2020

Seamstress | Loyola University Chicago Costume Shop

- Assembled, tailored, and constructed costume pieces for all fine and performing arts productions including theater, dance, and choir
- Categorized and arranged costume pieces as well as cleaned, steamed, and polished various elements for stage-ready use

January 2016 to December 2017

Hostess | Orso's Restaurant

- Kept track of the restaurant's current status including all customers, tables, and servers
- Handled all phone calls, reservations, wait lists, pick-ups, and deliveries as well as payments for these service
- Confirmed that all customers were accommodated, happy, and served accordingly

June 2017 to August 2017

Team Member | My Flavor it! Place

- Received, handled, and created all orders which included a variety of dessert items including Hawaiian shaved ice, ice cream bowls, milkshakes, floats, smoothies, flavored coffee drinks, and various food items
- Produced all 40+ shaved ice syrup flavors in-house and assisted in the creation of creative combinations of shaved ice/ice cream toppings and flavors every week
- Cleaned, sanitized, and mopped the entire shop including all hi-tech machines every opening and close
- Ensured all products were efficiently stocked at all times

January 2012 to December 2016

Volunteer | Feed My Starving Children

- Assembled nutritional food packs for families in need around the world in teams of up to eight volunteers
- Evaluated food packs before sealed and shipped

Education

Bachelor of Arts in Theatre | Loyola University Chicago, May 2020

High School Diploma | Carmel Catholic High School

Skills

Storeforce

Microsoft Excel

Hand & machine sewing

Excellent writing skills

Data entry

Photography

Graphic design

HTML

Word

PowerPoint

Adobe Acrobat

Illustrator

InDesign

Photoshop

Bridge

Premiere

Adobe Acrobat

ATS

Presentation skills

Photo editing

Graphic design

Photography

Databases

Adobe InDesign

Adobe Photoshop