

# Debbie Hayden

## ADMINISTRATIVE PROFESSIONAL

debrahayden@icloud.com



### PROFESSIONAL PROFILE

An accomplished professional with extensive experience in Human Resources/office management/marketing/social media/event coordination.

Specialties: As a former Civil Service, Federal employee, and contractor, I have held prior confidential and secret security clearances with the Department of the Navy.

### SKILLS

Attention to Detail

Budgeting

Team Leadership

Event Planning

Social Media

Project Management

Accountability

### EXPERIENCE

#### EXECUTIVE RECRUITING COORDINATOR

Boatman Partners, an Affiliate of MRI Network 08/16 to Present

Assists Managing Partner who specializes in global search staffing.

- Business development and recruiting for the Mortgage industry.
- Creating job descriptions for online postings.
- Entering of all job postings in MRI central directory.
- Social media, including LinkedIn, Twitter and Facebook for position posts and online searches of qualified applicants.
- Marketing campaigns (MailChimp), custom designed digital marketing to promote business and open vacancies.

#### CONTRACT ADMINISTRATIVE/MARKETING ASSISTANT

Glacier Diamond Inc. 10/12 to 8/16

As an on-call contractor, responsible for quality production and presentation of proposal documents from inception to customer delivery. Highly organized and quick to learn new procedures. A result-oriented professional team player who works well under pressure and meets deadlines.

- Human Resources expertise, payroll and accounting.
- Creative marketing, proposals, contracts and social media.

#### CONTRACT ESCROW COORDINATOR

Kimco Services for Lennar Homes 06/12 to 10/12

Assisted Homebuilder with:

- Preparation of weekly sales reports.
- Process all purchase agreements; enter options into Buildpro/Buzzsaw.

### EDUCATION

CHAFFEY COLLEGE

General Studies

Alta Loma, CA

NORCO SR. HIGH SCHOOL

General Studies

Norco, CA

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### TECHNICAL

Word/Excel/Powerpoint

Adobe Photoshop

Adobe InDesign

PeopleSoft

Microsoft Access

### EXTRA

[www.linkedin.com/in/debbiehayden](http://www.linkedin.com/in/debbiehayden)  
over 15,000+ connections



Prior Notary  
State of California

## EXPERIENCE continued

### HUMAN RESOURCES/OFFICE MANAGER (PART TIME)

Protech Diamond Tools (Out of Business) 01/09 – 06/12

Responsible for oversight of general office functions and operations, as well as staff, including:

- Accounting, code approve and process all invoices.
- Human Resources for 50+ employees, coordination of weekly schedules, timecards, payroll preparation and submittal. Coordination of 401K plans and employee benefits.
- General, managed Workers compensation, certificates of insurance and related claims.
- Oversaw and coordinated construction safety program.

### \*SELF EMPLOYED FREELANCER

02/06 – 01/09

SOME PROJECTS INCLUDE:

### \*SCA SECRETARY III/COMMAND ADMINISTRATIVE SPECIALIST

Computer Sciences Corporation for the Department of the Navy

Assisted Naval Surface Warfare Center with:

- I was responsible for HR and office administration for the command, under the direction of the Captain.

### \*ADMINISTRATIVE ASSISTANT III

Wells Fargo Home Mortgage

- Coordinated meetings and events. Assisted loan officers.

### HUMAN RESOURCES GENERALIST II

Universal American Mortgage Company

12/97 – 02/06

A Division of Lennar Homes

Managed the implementation, interpretation, and administration of UAMC human resources policies and programs; supporting California, Texas and Nevada operations for 250+ associates.

- Responsible for recruitment, testing, and selection to fill vacant positions.
- Administered and/or conducted: Reference and background checks, employee new hire orientation, terminations, exit interviews.

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## REFERENCE

KEVIN HOYT

Senior Vice President

Axia Home Loans

619-787-0711

hoyt\_k@msn.com

JUDIE ZEHNDER

Lending Officer

Wells Fargo

909-462-6296

jmzehnder@gmail.com

BECKY BOND

Loan Officer

805-732-3524

007becky@msn.com

## EXPERIENCE continued

### HUMAN RESOURCES GENERALIST II (Cont'd)

Universal American Mortgage Company

12/97 – 02/06

A Division of Lennar Homes

- Addressed and determined employee relations issues and resolved them in a fair and consistent manner.
- Coordinated and/or assisted with job descriptions, salary ranges, monthly performance evaluation programs, and merit increases.
- Assisted the Vice President of Human Resources with forecasting and succession planning including development and implementation of the compensation programs for all benefits.
- Analyzed wage information to determine competitive compensation package.
- Assisted with site closure and final layoff of the California Processing Center in Corona.

Other titles/positions held at UAMC: Regional Administrator, Western Region Administrator, Office Manager, Administrative Assistant

### **Proud accomplishment while holding the title of Regional Administrator for UAMC:**

- ✓ I single handedly organized our President's Club event in Lake Tahoe for over 200 UAMC associates (including spouses). This entailed coordination of airfare, car rental, hotel, daily activities (snowmobiling, skiing), guest speakers, banquet awards dinner. This event was a huge success!

### ADMINISTRATIVE ASSISTANT/FINANCE

The Toro Company

03/96 – 12/97

Supported the Director of Finance and a staff of 18 in the following:

- Arranged meetings between key officers.
- Coordination of travel arrangements.
- Payroll & accounting functions.
- Designing of financial presentations.