**Michelle Berbery** | (929) 272-4436 | [mberbery00@gmail.com](mailto:mberbery00@gmail.com) | 3418 33rd St Astoria, NY, 11106

**EDUCATION**

**New York City College of Technology | Brooklyn, NY**

* *Bachelor of Architectural Technology*

**LaGuardia Community College | Queens, NY**

* *Liberal Arts - Social Science and Humanities*

**EXPERIENCE**

**ABM Industries | New York, NY** **Oct 2017 – Present**

***HR and Benefits Coordinator***

* Enter new hire information into HRIS, record terminations and process employee changes and updates.
* Create and manage job posts and manage pre-employment screenings and background checks.
* Provide HR policy guidance and interpretation.
* Responsible for employee files on leaves and enforcing FMLA and Short-Term Disability concurrently or when needed. Execute open communication within the department and management on LOA and returning employees.
* Organize and maintain various filing systems on HR’s SharePoint and JDE system.
* Manage and administer benefits data for the entire Northeast by working side-by-side with 32BJ union and our operations team to keep the union’s ESS system up to date with our employee records.
* Assist with weekly and bi-weekly processing projects comparing reports from the union and our internal systems, including data entry, processing, and verification.

**Merritt Engineering | Flushing, NY Feb 2021 – Nov 2021**

***Part-Time Temp Drafter***

* Operated computer-aided drafting (CAD & Revit) equipment or conventional drafting station to produce designs, working drawings, charts, forms, and records.
* Drew rough and detailed scale plans for foundations, buildings, and structures, based on preliminary concepts, sketches, engineering calculations, specification sheets and other data.

**ABM Industries | New York, NY Oct 2015 – Oct 2017**

***Administrative Assistant/Operations Supervisor***

* Supervised the work of office, administrative, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors, and problems.
* Provided employees with guidance in handling complex problems or in resolving escalated complaints or disputes.
* Reviewed records or reports pertaining to activities such as production, payroll, or shipping to verify details, monitored work activities or evaluated performance.

**SKILLS**

Spanish - Business Level Speaking, Reading, & Writing AutoCAD, Revit, Photoshop, InDesign, Illustrator, Rhino & Vray.