

SHELBY SCHOCKMEL

schockmel.shelby@gmail.com

408-717-0388

San Jose, CA 95123

SUMMARY

Highly motivated, organized and outgoing Recruiting Coordinator wanting to apply my knowledge and skills to expand your company's overall reachability and branding.

EDUCATION

California State University, Sacramento

Bachelor of Science

Fashion Merchandising And Design

Alumni of an international sorority, Gamma Phi Beta.

- Historian (May 2018-Dec 2018)

EXPERIENCE

RECRUITING COORDINATOR | 09/2021 to Current

Nelson Staffing - Mountain View, CA

- Collaborated with recruitment and HR professional to achieve hiring goals.
- Managed full-cycle recruiting processes for managerial and executive-level vacancies.
- Constant internal contact with Googlers as well as candidates applying to ensure a smooth interview process.

OFFICE COORDINATOR AND ASSISTANT | 08/2019 to 09/2021

American Management Services - San Jose, CA

- Managed administrative processes and prepared key reports and documentation for smooth operations
- Managed incoming and outgoing correspondence and packages to all 32 associations
- Strategized plans for improving control systems and structures to improve resource utilization
- Planned, prioritized and kept managers on schedule for important meetings and projects

KEY HOLDER | 02/2020 to 07/2021

SoulCycle - San Jose, CA

- Assisted with training and supervision of staff to develop and maintain store selling, customer service skills and product knowledge
- Accomplished daily sales goals by engaging with riders, providing exemplary service and promoting special items
- Partnered with store leadership team to learn and understand all management processes and reports

SKILLS

- Microsoft Office Suite
- Google platforms including but not limited to Gmail, Google documents, Calendar, Travel, Chat
- Adobe Illustrator
- Purchase Ordering
- Merchandising
- Scheduling/Planning
- Social Media Platforms

PROJECTS

- Creating a Special-Op Training for in-house tasks for future operations at AMS
- Researched and presented on Cambodia's fashion industry imports and exports and how they affect the fashion market and labor laws.
- Shot and edited a 30 second commercial based on an accessory, with script, copy and music.
- Shot and edited 2 different styles of print-ads (promotional and institutional) based on a jewelry accessory.
- Designed a women's resort wear line of 10 pieces that accurately depicted trends for the Spring/Summer of 2019 with a 10-item line brochure and mock-layout of a store.
- Actively create content through mood boards and posts on my Pinterest account that depict my style and follow current trends and aesthetics on social media platforms.

PORTFOLIO

- shelbyschockmel.com