

Rue Hayman

EXECUTIVE & ADMINISTRATIVE SUPPORT | HR SPECIALIST

Dynamic and detail-oriented professional with 5 years of HR experience and 2 years of Executive Assistance experience. Skilled in calendar and inbox management, meeting coordination, recruitment, payroll, and employee relations. Strong background in client communication, project management, and cross-functional team coordination. Additional experience in sales and customer support with international accounts.

KEY COMPETENCIES

- **Executive Assistance:** Calendar management, inbox management, correspondence, scheduling, attending meetings, and preparing minutes.
 - **HR & People Operations:** Recruitment (360), employee relations, payroll, onboarding, and HR process coordination.
 - **Project & Team Management:** Oversight of sales, customer support, content creation, and social media teams to ensure smooth operations.
 - **Administrative Expertise:** Document preparation, newsletters, website maintenance (WordPress), and light graphic design.
 - **Digital Marketing & Sales:** Knowledge of Meta Ads, sales experience in medical equipment (Medicare DME), and supporting social media initiatives.
 - **Customer Support:** International account experience handling client inquiries across internet, TV, and mobile services.
 - **Technical Skills:** Microsoft Office Suite, Google Workspace, WordPress, project management tools.
 - **Soft Skills:** Strong communication, multitasking, problem-solving, and maintaining confidentiality under pressure.
-

QUALIFICATIONS & ACHIEVEMENTS

English Literature Bachelor Degree
Board member in a Charity Organization

Helped launch 3 businesses
HR Certificate

**CLIENTS NAMES/COMPANIES HAVE BEEN RETRACTED FOR
CONFIDENTIALITY**