

# [[[ DARREN ALEJOS ]]]

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**[[ A creative thinker and persistent problem-solver, who is able to remain productive and focused in the face of increased responsibility, looming deadlines, and unforeseen difficulties. A self-proclaimed pop-culture enthusiast with artistic talent and a professional attitude who is always willing to learn and ready to contribute. ]]**

## [ Professional Experience ]

**SEP 2001 to Present Alliance Home Healthcare, Inc. Palos Hills, IL**

*Human Resources Assistant Manager 8/07 to Present*

- Successfully recruited competent new employees who made immediate contributions to the company.
- Maintained complete and up-to-date records on all employees and ensured that employment requirements were met or exceeded per company policy.
- Consistently stayed informed of current issues and regulations in human resources and home healthcare, and made certain that the company compliant.
- Helped develop, implement, and enforce new policies that improved productivity and organization of the company (e.g. hiring, time-off, supervising), creating a more effective and enjoyable work environment.
- Accurately prepared visiting staff payroll summaries by deadline, resulting in the timely release of paychecks.
- Kept the day-to-day operation of the company running smoothly by performing various tasks when needed, including: computer/network support and troubleshooting, management of company email and internet referrals, telephone and front-door reception, production of company ID cards, and graphic design for brochures and marketing material.

*Payroll Assistant Manager 7/03 to 8/07*

- Timely and accurately processed visiting staff's weekly timesheets and documents, ensuring that paychecks were correct and released on time.
- Audited invoices of contracted service providers and approved them for payment to the Accounts Payable manager, ensuring that the company was correctly billed and preventing any over-payments.

*Data Entry Coordinator 9/01 to 7/03*

- Received and recorded visiting staff documentation thoroughly and consistently, accurately entering that information into the company database (HomePro). This allowed other departments within the company (Billing, Quality Assurance, Medical Records) to function smoothly and increase productivity.
- Designed and implemented the use of new forms that aided in the tracking and reviewing of clinical documentation.

**JUNE 2000 to Present ANSS Enterprise, LLC Palos Park, IL**

*Freelance Graphic Designer*

- Designed posters, flyers, and postcards for music concerts, which helped to promote these concerts with dynamic visual marketing.
- Critiqued the work of other designers, and helped to develop those designs to become more visually pleasing.

## [ Education ]

**The University of Illinois at Urbana-Champaign, Class of 2001**

*Bachelor of Fine Arts in Painting*

- 3.1/4.0 cumulative GPA
- Inducted into Phi Eta Sigma National Honor Society, an organization that recognizes academic excellence.
- Inducted into the National Society of Collegiate Scholars, an organization that recognizes academic excellence.

## [ Skills ]

### Technological

- Proficient in both Mac and Windows platforms, Adobe Photoshop, Illustrator, Microsoft Office, Apple iLife.
- Familiar with Adobe InDesign, Dreamweaver, Quark Xpress, HTML

### Traditional

- Strong foundation of visual art and design skills, including drawing, painting, composition, critiquing, color theory, and typography.

## [ Online Portfolio ]

<http://www.violintide-da.com>

- Self-published website showcasing my various art and design projects.