

## Mark A. Maldonado

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Goal-oriented support professional with more than 20 years of experience servicing premier law firms and corporate offices in the Los Angeles area. Throughout my career, I have consistently demonstrated resourcefulness, adaptability, effective communication and creative approaches to problem-solving, with an emphasis on meeting the evolving needs of multiple industries.

### Work Experience

#### **09/2022 – 6/2025** HR Generalist & Recruitment Specialist

Vendor Direct Solutions, LLC (VDS) / Jules and Associates, Inc., Los Angeles

- Administrator for HRIS' – Paycom, Paychex FLEX, and Paylocity
- Oversee bi-weekly and off-cycle payrolls using multiple HRIS', between two companies, totaling up to 250 employees.
- Audit time and attendance for both companies by reviewing, editing, and approving all timecards prior to running payroll.
- Upload 401(k) contributions and loan data via spreadsheets to administrator platforms.
- Generate and analyze monthly reports for internal, managerial, and client-facing use.
- Administrator for HR compliance – Providing all of our locations and client sites, across multiple states and counties, with the appropriate signage and labor law posters.
- Work directly with our insurance brokers and C-Suite executives to provide competitive employee benefits and to streamline the enrollment process.
- Review and approve monthly invoices to ensure timely processing.
- Manage employee eligibility related to health and retirement benefits.
- Process all paperwork related to state mandated or issued programs such as unemployment, paid family leave, disability, etc.
- Maintain all company forms used during the HR life cycle.
- Coordinate employee separation process including updating HRIS, final pay requirements, generating separation paperwork and forms.
- Serve as a point of contact for employee systems support (e.g., tax updates, direct deposit, benefits and 401(k) platforms).
- Initiate and monitor background investigations through Checkr.
- Place orders for company marketing materials through various vendors.
- Maintain all physical and electronic files for the HR department such as the file location, filing procedures and the organization of files.
- Oversee and track all training (mandatory or optional) for employees and supervisors through Mineral.

- Track all LOA's, making sure employees receive all the proper support and information.
- Process wage garnishments, debt collections, child support orders, etc.
- Process all Meal Period Waivers, every pay period.
- Handle all onboarding procedures for new employees, entering them into the applicable systems and providing them with the appropriate materials.
- Submitting and tracking Worker's Comp claims.
- Oversee all recruiting needs for our sites and accounts outside the corporate office.
- Maintain and monitor all job postings across multiple platforms and resources.
- Maintain and update all job descriptions.
- Screen and track all candidates prior to and after hiring.
- Send out offers to prospective candidates and coordinate start dates with new hires.
- Working with other recruiters and staffing agencies to fill specialized positions.
- Book all travel arrangements, flights and hotels, for all corporate staff as needed.
- Provide backup support to the business analyst in accounting as needed.

**02/2021 – 09/2022 Business Assistant/Analyst for Equipment Sales and Services**  
Vendor Direct Solutions, LLC (VDS), Los Angeles

- Remitted Sales Tax to various states/counties either monthly, quarterly, or annually.
- Obtained resale certificates from various states as requested by vendors.
- Drafted monthly billing for various customers/clients using Microsoft Excel.
- Manual entry of meter reads from vendor invoices and websites.
- Generate/log invoices through Great Plains software and convert invoices to PDF to forward to customers.
- Audit vendor invoices for accurate charges and meter counts based on agreements/contracts (Canon, Xerox, Ricoh, Konica Minolta, On-Site LaserMedic).
- Dispute invoices with vendors when rates are increased beyond agreed escalation or unauthorized charges appear.
- Enter and post AP into Great Plains – copy/scan checks and prepare for mailing.
- Assisted HR with recruiting; posted jobs, screened candidates, coordinated interviews with our management team.

**05/2019 – 03/2020 Regional Manager for Southern California**  
Vendor Direct Solutions, LLC (VDS), Los Angeles

- Oversaw multiple accounts across Southern California, working closely with firm administration, VDS account managers and staff.
- Worked directly with the client to understand their needs and goals so VDS could provide exceptional service
- Coordinated weekly meetings with staff and administration to discuss any issues, projects, events, schedules, etc.
- Worked with our staff to improve workflow in the office by breaking down daily routines and cross training as often as possible.
- Worked closely with our corporate offices, participating in weekly conference calls and submitting weekly reports discussing activity across all the offices we serve.

- Submitted accurate billing information to our accounting department at the beginning of every month.
- Collaborated with the company's recruiting department and conducted interviews for potential candidates.
- Continued managing the Southern California Floater Pool.

**04/2018 – 03/2020** Manager – Southern California Floater Pool  
Vendor Direct Solutions, LLC (VDS), Los Angeles

- Coordinated with various firm Administrators, Directors of Operations, and VDS Account Managers to provide staffing for short and/or long-term projects.
- Planned and created weekly schedules for a team of full-time floaters in the downtown Los Angeles, West Los Angeles, and Orange County areas.
- Conducted interviews with potential floater candidates.
- Administered new employee orientations/onboarding, including explanation of company policies, procedures, and expectations.
- Met with employees semi-annually for reviews/check-ins.

**01/2019 – 03/2019** Department Lead - Litigation Support Specialist (**Temp assignment**)  
Manning & Kass / VDS, Los Angeles

**10/2017 – 03/2018** Project Manager (**Temp assignment**)  
Milbank, Tweed, Hadly & McCloy / VDS, Century City

**06/2016 – 10/2017** Account Manager  
Glaser Weil / VDS, Century City

**08/2005 – 06/2016** Temp/Office Services Clerk/Department Supervisor (**promoted 2012**)  
Glaser Weil / VDS (**absorbed 2014**), Century City

**2003 – 2005** Office Services Clerk  
Tressler Soderstrom Maloney & Priess, Century City

## Skills

Account/Client Relations, Problem Solving & Analysis, Staff Training & Supervision, Data Entry, Litigation Support, Policies and Procedures, Project Control & Management, Human Resources Tasks, Team Building & Leadership, Office Installation/Reorganization, Customer Service, Payroll, Accounts Payable/Receivable, Invoicing

## Software/Hardware/Systems

Microsoft Office Suite, Adobe Suite, Legal Key, NetDocs, IRM, Equitrac, ShareScan, Neopost, Pitney Bowes, Ricoh, Xerox, HP, FP Mail Systems, SC Logic, Paycom, Paylocity, Paychex FLEX, SAP Concur, Indeed, ZipRecruiter, LinkedIn, ThinkHR, Mineral HR Training Platform, Great Plains

## **Education**

High School Diploma

Thousand Oaks High School, Thousand Oaks, CA

Some College (Left to pursue music career)

## **Languages**

English, Spanish (Casual)

## **Interests**

Family, Music, Movies/TV, Technology, Food/Cooking

**References available upon request.**