

# Sarah Dodsen

## Human Resources HR Assistant

*Throughout my early career in human resources, I have focused on ensuring employee satisfaction through the proactive development of relationships. I am looking to leverage this ability to build meaningful relationships as an HR assistant and recruiter at a quickly growing company like Motion.*

### WORK EXPERIENCE

#### Southwire

Human Resources Assistant

Los Angeles, CA | April 2019 - current

- Assisted in recruiting both hourly and salaried roles by messaging 220+ prospective employees on LinkedIn and through email
- Acted as a resource for employees on benefits programs, wellness programs, and company policies
- Advised and counseled on company rules, policies, procedures, and corrective actions to maintain employee consistency
- Facilitated, advised, and counseled on legal compliance issues, including OFCCP, FMLA, FLSA, and unemployment
- Aided training specialists in the development of more than 34 hours of training programs for all levels of employees

#### Vevo

Human Resources Intern

Los Angeles, CA | April 2018 - September 2018

- Sourced candidates using LinkedIn Recruiter for technical roles, including back-end software engineering and data engineering roles, leading to 6 full-time hires
- Iterated messaging to qualified candidates for given roles to improve the response rate from 9% to 17%
- Communicated with candidates across each step of the application process and updated the status of each candidate in Greenhouse

#### Luxottica

Human Resources Intern

West Hollywood, CA | April 2017 - September 2017

- Wrote and filed reports on employee progress every 2 months
- Scheduled 29+ interviews with prospective candidates and coordinated meetings between HR staff and administration
- Drafted weekly communication between the HR department and employees

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[LinkedIn](#)

### SKILLS

- Compliance (OFCCP, FMLA, FLSA, unemployment)
- Employee Retention
- Recruiting
- Recruiting Coordination
- ATS (Greenhouse)

### EDUCATION

**Bachelor of Arts**

**Human Resources Management**

University of California  
Santa Barbara

September 2015 - April  
2019

Santa Barbara, CA

#### Relevant courses

- Managing Diversity in Organizations
- Human Resource Analytics
- Human Resources Planning & Strategy
- Human Resources Management