

CARLA JENSEN

HR Generalist

+1-128-909-6047 @ carla.j@gmail.com linkedin.com NYC



SUMMARY

Highly experienced Human Resources Generalist with 8+ years in managing hiring and onboarding, employee benefits and payroll, performance tracking methods, and HR records. Developed comprehensive performance management programs and implemented process improvements to boost staff retention, cut the recruiting lead time by 60% and increase employee training participation by 10%. Expert in training and development of the employees.

EXPERIENCE

IT Recruiter & HR Generalist

Drouin S.A.R.L.

2017 - Ongoing NYC

Drouin S.A.R.L. is an innovative gaming studio and casino software developer.

- Developed a comprehensive performance management program for the company's workforce of 200 employees
- Liaised with third party on 6 disciplinary hearings
- Led a Special Projects Team to plan CSR and employee events - headed 2 CSR and 1 employee family event
- Developing Social Media- increased Facebook followers from 510 to 1810 likes for 18 months

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Dufour

2013 - 2017 NYC

Dufour is one of the world's largest independent alternative investment managers, and a leader in high-alpha, liquid investment strategies.

- Recruited and placed 200+ technical co-ops/interns
- Managed payroll and HR functions for a company of 50 through ADP
- Managed the recruitment efforts, resulting in 125% increase in full time employee base

HR Generalist

Reilly Group

2009 - 2013 NYC

Reilly Group is one of the leading beer companies in Romania, selling top 3 most appreciated beers by Romanian citizens: Ursus, Ciucas and Timisoreana. We believe in the power of sharing a high quality beer, with the ones we love.

- Assisted, Created & Maintained 2 days New Hire Orientation program
- Completed open enrollment for 750+ employees, and perform new hire enrollments of 60+ per month
- Developed training programs to ensure constant learning and development of more than 200 employees

SKILLS

Staff Recruitment & Retention

Employee Relations

Workforce Planning

Employment Law

HRIS Technologies

Training & Development

EDUCATION

Master of Public Policy

NYC University

2009 - 2012 NYC

Bachelor's of Business Administration, Human Resource Management

NYC University

2005 - 2009 NYC

STRENGTHS

Communication

I can express myself in a positive and clear way, both orally and in written form.

Conflict Management

Being able to manage conflicting ideas and priorities across stakeholder groups and navigate these kinds of difficult situations at the workplace.

LANGUAGES

English

Native 

Spanish

Proficient 