

# ALEX KLEIN

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## Visit My Website at AlexkathrynK.Com

Visit my website to view past example training I have built and access my GitHub with accompanying .story files and documentation.



## EDUCATION

### Bachelor of Business Administration | Eastern Michigan University

SEPTEMBER 2018 – APRIL 2021

With Honors, Magna Cum Laude;

Management, Concentration in Human Resources



## EXPERIENCE

### Recruiting Assistant | Centria Healthcare

APRIL 2021 – PRESENT

- Conducted in-state and out-of-state background checks for potential new hires
  - Databases including SentryLink, SAM, OIG, NSOPW, MDOC, ICHAT and DHHS
- Transferred candidates from Indeed to internal ATS (Greenhouse). Company saw significant decrease in number of candidates awaiting review in Indeed.

### Talent Development Intern | Rock Central

MAY 2020 – JANUARY 2021

- Created computer-based training on interviewing for internal employees using Articulate Storyline
  - Included: Needs Assessment, Learning Outcomes, Storyboard, Initial CBT, Implemented Feedback, Final Version and Launch. Utilized ADDIE model in planning and implementation.
  - Anticipated Result: Increased enrollment in this course and corresponding trainings.
- Analyzed and summarized data in Excel to identify opportunities and provide training recommendations
- Facilitated virtual facilitator-lead interview training roll out for 300 sales leaders which included the creation of materials, scheduling, and attendance tracking
- Developed post-training assessment to evaluate knowledge transfer for new recruiters
- Updated existing trainings to promote organizations DEI initiatives and include information relevant to the remote environment.

## Human Resources Intern | ZF Group

JANUARY 2020 – APRIL 2021

- Contributed in content creation toward training around launch of new quality assurance program
  - Audience: 500 engineers and leaders
  - Anticipated Result: Decrease the quantity of quality problems within manufacturing parts
- Enforced 5S office-wide protocols to conform with client required regulations
- Implemented transition for 100 employees into new office building
  - Transitioned to Office 3.0 format to increase productivity and teamwork
- Managed employee engagement projects which resulted in increased engagement

## Human Resources Intern | La-Z-Boy

MAY 2019 – JANUARY 2020

- Created and launch new volunteerism tracking program to be used company wide (10,000 potential users)
  - Worked with 3rd party vendor YourCause to create website and content
  - Started with trial launch of 750 people
  - Planned to be rolled out company wide within 5 years
- Provided curriculum regarding community relations to be integrated into general new hire orientation
- Managed and ran employee engagement programs and events successfully
  - One project including a United Way campaign raising \$120,000, topping the previous year record
- Consulted on mentorship and evaluation initiatives to increase professional development for employees

## Student Coordinator | Engage@EMU

SEPTEMBER 2018 – MAY 2019

- Composed trainings and orientations for new hires
- Constructed various handbooks and SOP's
- Administrative Tasks, Event Planning



## SKILLS

- Basic Skill Level: Captivate
- Intermediate Skill Level: Articulate Storyline, Microsoft Office, Excel, Access, SABA, SharePoint, Canvas
- Advanced Skill: Microsoft Word, PowerPoint
- Certified in Excel Essential Training, Google AdWords, Trained Mentor



## ACADEMIC ACHIEVEMENTS

- Dean's List (2018-2021)
- Professor Nicholas J. and Katherine Beltsos Endowed Scholarship
- James and Helene Reader College of Business Endowed Scholarship
- Dr. Russell Ogden Expandable Scholarship Fund
- SHRM: Society for Human Resource Management Member