

HR ASSOCIATE

Professional Summary

Enthusiastic and goal-oriented HR Professional with 3+ years experience driving innovation and strategy for a global technology organization. Excellent reputation for proactively resolving problems, communicating effectively, and driving overall operational improvements. Relocating to the San Francisco Bay Area and seeking a fulltime role in Human Resources or Talent Acquisition where I can leverage my experience and provide value to the company.

Skills

- Recruiting
- Onboarding
- Project Management
- Event Planning
- Employee Relations
- Teamwork/Collaboration
- Training and Development
- Public Speaking
- Social Media Marketing
- ADP
- Workday
- Microsoft Office Suite
- ADP
- Benefits
- Branding
- Budget
- Oral communication
- Competitive
- Email
- Employee Relations
- Event Planning
- Focus
- Hiring
- HRIS
- HR
- Leadership
- Marketing
- MS Excel
- Microsoft Office Suite
- Product manager
- Project Management
- Public Speaking
- Recruiting
- Recruitment
- Researching
- Strategy
- Teamwork
- Workshops
- Written

Work History

HR Associate , 07/2018 to 12/2019

Company Name – City , State

- Conducted full lifecycle university recruitment (sourcing, screening, selecting, hiring, and onboarding) Learned multiple HRIS systems and recruiting platforms including Workday, Taleo and Handshake Led company internship program and facilitated training for interns across different functions and locations Served as student liaison for company hackathon and grew participation from 20 to 100+ attendees Proactively communicated with business partners, hiring managers, and external candidates to quickly resolve issues and ensure overall positive recruitment experience Gained proficiency in variety of other HR tasks to include strong understanding of compensation and benefits, training and development, employee relations, and regulatory compliance.

HR Intern , 09/2016 to 12/2017

Company Name – City , State

- Co-developed university recruitment strategy for Raleigh-based hires by researching universities and local events, attending career fairs, executing social media strategy to support branding, serving as the campus liaison for the annual company hackathon and actively tracking a funnel of 500+ intern applicants to assist in candidate selection process Learning & Development: Partnered with VP Talent Development to create and present leadership sustainment webinar for Zenger Folkman 360 feedback participants Workforce Planning: Used MS Excel to create enhanced data structure during the product manager career framework deployment Employee Relations: Implemented, tested, and conducted surveys for a newly introduced scavenger hunt app as part of the employee onboarding 2.0 development plan.

Orientation Leader , 06/2016 to 08/2016

Company Name – City , State

- Served as first-hand liaison for 250+ students to facilitate smooth transition to NC State UniversityFacilitated parent panels, conducted student small groups and led guided tours for incoming first yearsTrained in diversity and inclusion workshops to foster inclusive and welcoming community for all studentsEnhanced written and oral communication skills throughdaily public speaking and email communication.

CurrentUniversity Programs Lead , 12/2019

Company Name – City , State

- Develop university recruitment strategy for LexisNexis North America to proactively build talent pipeline forkey skillsets and increase brand awareness in target marketsPlayed key role in launching the company's first program for new graduate FTE hiresExpanded company intern program from less than 10 to 50+ internsCommunicate with internal stakeholders to determine people strategy and campus hiring targets perfunction/locationDevelop relationships with key university partners to build campus brand and position the company as anemployer of choiceCreate targeted outreach and engagement strategies for schools that offer competitive talent, focus on D&I,and align with business prioritiesAttend on-campus and virtual career fairs, events, and hack-a-thonsManage budget for all university recruitment related expensesMeasure and evaluate ROI each cycle to determine go-forward investment.

Education

Bachelor of Science : Business Administration – Human Resource Management, Psychology , 05/2018

North Carolina State University - City , State

Graduated Summa Cum Laude, GPA: 3.9

Work History

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Affiliations

Active Member of SHRMVolunteer for Prevent Blindness NCDirector of New Members for Delta Gamma Sorority

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- Project Management
- Event Planning
- Employee Relations
- Teamwork/Collaboration
- Training and Development
- Public Speaking
- Social Media Marketing
- ADP
- Workday
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