

HR GENERALIST Summary

Dedicated and focused Administrative Assistant who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

Highlights

Microsoft Office proficiency

Excel spreadsheets

Meticulous attention to detail

Results-oriented

Self-directed

- Time management
- Professional and mature
- Self-starter
- Legal administrative support

Experience

11/2008 to 08/2014

HR Generalist Company Name - City , State

- Managed visa related employment processes for all non-immigrant faculty and staff.
- Improved productivity and enhanced visa related services.
- Improved operational structure by developing guidelines and tools for internal and external administration of non-immigrant employment procedures
- Reduced internal employment authorization processing times by approximately 30 percent.
- Prepared, reviewed and submitted petitions for USCIS adjudication
- Maintained electronic database of petitions filed
- Served as a university point of contact for USCIS.
- Developed and presented university with guidelines to adhere to mandates presented by USCIS, USDHS and USDOS
- Presented monthly orientation
- Created, edited and internally distributed bi-annual newsletter
- Maintained HR Website

05/2000 to 11/2008

Coordinator Company Name - City , State

- Provided advice to faculty, staff, scholars and students by interpreting complex regulatory guidelines.
- Thoroughly prepared and filed non-immigrant petitions to USCIS for non-immigrant students and employees.
- Maintained highly confidential and sensitive data
- Identified as Designated School Official for non-immigrant student programs and Alternate Responsible Officer overseeing the J-1 Exchange Visitor Program for J-1 employees
- Assisted foreign nationals in obtaining the H-1B visa status for employment in the U.S.
- Coordinated bi-annual student orientation
- Created training programs; supervised and trained volunteers
- Supervised Administrative Assistant and student employees
- Managed and coordinated student activities.

05/2000 to 11/2008

Coordinator/International Student Advisor/Secretary Company Name - City , State

- Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and team conferences.

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Designed electronic file systems and maintained electronic and paper files.
- Handled all media and public relations inquiries.
- Planned meetings and prepared conference rooms.
- Wrote reports and correspondence from dictation and handwritten notes.
- Dispersed incoming mail to correct recipients throughout the office.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Created PowerPoint presentations used for business development.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Managed daily office operations and maintenance of equipment.

Education

8/2013

ABA Approved Paralegal Program Certification

8/2013

BA : Justice Studies Montclair State University - City , State Justice Studies

06/2002

AS : Psychology Essex County College - City , State Psychology

Certificate in SHRM Essentials of Human Resource Management, 6/2013 Program

Highlights*Performance Management- Critical Analysis*Recruitment and Selection- Strategic Planning*Effective Human Resources Management- Establishing Competencies New York

Institute of Technology - City

Publications

Identified by the Department of State as an Alternate Responsible Officer for Exchange Visitor Programs and recognized by United States Citizenship and Immigration Services as Designated School Official. Conference Presenter, National Association of Foreign Student Advisors (NAFSA) 2012 Appointed Acting Assistant Director (Coordinator) of International Students, 2000 She brings calm attention to detail and an approach that places the customer as the number one focus in any activity or service. This style works. It benefits all of us." 2008 Annual Performance Evaluation, NJIT - Overall Performance Level -Outstanding. Lisa is a quality employee. She often works beyond contractual hours to complete a task. This office could not operate in its current modus operandi without her efforts." 2008 Annual Performance Evaluation, Merit Proposal, NJIT Thank you for your steadfast style and contributions you make to this office. You are truly valued." 2006 Annual Performance Evaluation Notification, NJIT - Overall Performance Level - Commendable/Outstanding. She is calm, humorous, personable and a model of patience." 2004 Annual Performance Evaluation, NJIT - Overall Performance Level - Outstanding.

Skills

administrative, Administrative Assistant, bi, conferences, database, special events, filing, Human Resource Management, HR, Human Resources Management, Excel, Exchange, Microsoft Office, Office, Outlook, PowerPoint, Word, newsletter, Paralegal, Performance Management, processes, Publications, Recruitment, Strategic Planning, Supervisor, training programs, travel arrangements, Visio, Website, workshops, annual reports