

# Nasra Hassan

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Detail-oriented professional with experience policy development, and process improvement, now seeking to leverage this background into a Data Analytics role. Solid foundation in statistical analysis, data management, and data-driven decision making. Demonstrated proficiency in Excel, with a growing proficiency in Python, SQL, and data visualization tools like Tableau. Strong analytical skills complemented by an ability to communicate complex data in a clear, understandable manner. Known for attention to detail, problem-solving, and a commitment to driving business growth through data insights. Currently expanding knowledge in machine learning and predictive modeling to further enhance data analysis capabilities.

## SKILLS

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|--------------------------|------------------------|-------------------------|
| ▪ Training & Development | ▪ Data Analytics       | ▪ Regulatory Compliance |
| ▪ Statistical Analysis   | ▪ Data Management      | ▪ Critical Thinking     |
| ▪ Project Management     | ▪ Predictive Modelling | ▪ Interpersonal Skills  |

## EDUCATION & PROFESSIONAL DEVELOPMENT

**Apprentice Program** | Nashville Software School | Jan - July 2023

**Biochemistry** | Middle Tennessee State University | 2018

- Bioanalytical Chemistry, Physical Chemistry, Techniques of Gas Chromatography, Intro to Environmental Chemistry, and Chemistry student teacher.
- Undergraduate research under a professor
- Tutored students in General Biology I and Microbiology.
- Undergraduate Teaching for General chemistry I & II lab.

## PROFESSIONAL EXPERIENCE

**INSULET CORPORATION | BOSTON, MA | MAR 2023 - PRESENT**

**Shared Services HR Coordinator**

*Insulet Corporation is a pioneer in the healthcare industry, developing innovative, scalable solutions. The Shared Services HR Coordinator plays an instrumental role in the seamless execution of HR operations, ensuring effective data management and compliance with HR policies.*

- **Operations Coordination:** Steered the wheel of HR operations, ensuring the continuity of all HR processes, and providing comprehensive support in benefits and payroll management, thereby contributing to organizational harmony.
- **Employee Data Management:** Took charge of managing sensitive employee data, safeguarding information integrity, and upholding the highest standards of confidentiality, thereby ensuring robust HR data governance.
- **Policy and Process Compliance:** Ensured strict adherence to HR policies, processes, and legal requirements, fostering an environment of compliance, accountability, and transparency across the organization.
- **Reporting and Metrics:** Leveraged data-driven insights to guide HR strategy, regularly compiling and presenting key HR metrics, thereby informing critical decision-making processes.

**CRACKER BARREL | LEBANON, TN | SEP 2021 - PRESENT**

**Human Resources Coordinator**

*Cracker Barrel, a renowned hospitality chain, thrives on its people-focused culture. The HR Coordinator played a key role in talent acquisition and management, ensuring a robust and efficient onboarding process, and providing consistent HR support.*

- **Talent Acquisition & Onboarding:** Orchestrated the recruitment, onboarding, and training of 60+ new employees bi-weekly, ensuring all necessary paperwork was completed, submitted timely, and ensuring a seamless onboarding experience.
- **Employee Relations:** Acted as a primary point of contact for new hires, providing support, answering queries, and fostering strong relationships with field clients, including Regional Vice Presidents, District Managers, and General Managers.
- **Documentation:** Owned responsibility for creating, maintaining, and updating job descriptions; generated and presented offer letters to candidates, thereby streamlining HR processes.
- **Recruitment Innovation:** Worked with the HR department on special projects to enhance hiring processes, utilizing creative methods such as business networking and social media recruiting.
- **Workman's Compensation:** Managed communication with employees, policyholders, insurers, police, witnesses, and attorneys to obtain relevant information and support claim processes.

**AEGIES SCIENCE CORPORATION | NASHVILLE, TN | DEC 2020 – MAY 2021**

**Chemical Analyst**

*Aegies Science Corporation is at the forefront of scientific discovery. Contributed to the rigorous analysis of raw materials, ensuring the quality of samples and chemicals, and documenting all procedures.*

- **Sample Analysis & Quality Control:** Prepared and ran samples, performing assays and analyses of raw materials; maintained the quality of samples, batches, and chemicals, thereby ensuring the integrity of scientific outcomes.
- **Documentation & Reporting:** Followed strict documentation protocols using Excel worksheets, Microsoft Word, and Teams, enabling accurate record-keeping and seamless communication among team members.
- **Technological Proficiency:** Acquired hands-on experience with Liquid-Liquid extractions, EVO machines, and HPLC and GC/Mass Spec technologies, enhancing the precision and reliability of chemical analyses.

#### **SUPPORT SOLUTIONS INC | NASHVILLE, TN | JAN 2019 – FEB 2021**

##### **Human Resources Generalist**

*Support Solutions Inc. is a prominent service provider. Worked on various HR functions, from employee verification to personnel document management, and ensured compliance with federal and state laws.*

- **Employee Verification & Onboarding:** Requested information from previous employers, processed and reviewed applicants, and determined employment acceptability, thereby ensuring the company's staffing decisions were informed and strategic.
- **Training & Development:** Undertook the responsibility of training new employees, enhancing their understanding of job roles and expectations, thereby promoting a culture of continuous learning and growth.
- **Personnel Document Management:** Processed, verified, and filed personnel documents for all staff, ensuring data accuracy, security, and easy retrieval, thereby promoting efficient HR operations.
- **License Management:** Monitored and updated the expiration of staff licenses, ensuring compliance with professional standards and regulations, thus minimizing operational risks.
- **Legal Compliance:** Demonstrated a solid understanding of federal and state employment & labor laws, ensuring all HR practices were compliant, thereby fostering a culture of legality and ethics within the organization.
- **HRIS Proficiency:** Leveraged Workday and ATS systems to streamline HR processes, thereby enhancing efficiency, accuracy, and data-driven decision making in HR operations.

#### **PROJECTS**

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#### **IT SKILLS**

Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) | PowerBI | Tableau | SQL | Python