

Tay Tufenkjian

 New York, NY

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 taytufenkjian.com

SKILLS

Languages: HTML, CSS, jQuery, French

Software: Photoshop, InDesign, Salesforce, Google Apps, IBM Cognos, UltiPro, Jobvite, MS Office (Excel, Word, PowerPoint, Visio)

EXPERIENCE

Oct 2013 - Dec 2013

Startup Institute | New York, NY

Product and Design Track

Startup Institute is a competitive, intensive training program for developing core competencies and becoming a high-impact startup employee. Focusing on front-end web development, user interface design, and product management, I worked with a cross-functional team on an 8-week project to design new features for Bookalokal's food experience platform. As a special project for the program director, I also wrote web copy to better describe the Startup Institute curriculum.

Apr 2013 - Oct 2013

2U, Inc. (formerly 2tor) | Landover, MD

HR Systems and Reporting Analyst

As 2U grew to 600 employees, I became the go-to source for clear interpretations of rapidly changing information. I collected, analyzed, interpreted, and communicated data from multiple enterprise solutions to stakeholders at all organizational levels.

I also applied my knowledge of daily HR operations and business systems to streamline internal processes. To support the company's rapid growth, I tested and implemented changes in the HRIS, ATS, and Salesforce CRM Partner Portal.

When not digging into employee data, I managed university email account provisioning and troubleshooting for four partner programs, produced a monthly internal newsletter in Google Sites, and managed the company intranet.

Jan 2011 - Apr 2013

HR Assistant

I put my technical and analytical skills to the test by supporting the implementation of new HR systems and benefits providers. While assisting in data conversions and maintaining employee data across a growing number of siloed systems, I trained myself to use IBM Cognos to make that employee data useful in regular and ad hoc reports. I also designed and delivered the company's first Excel workshops and helped the training team develop their first learning management system.

Jul 2010 - Dec 2010

HR Intern

When I started this internship, I didn't even know HR stood for Human Resources. I learned the business from the ground up by processing new hire paperwork, maintaining employee files, providing technical support for employees using the timekeeping system, and maintaining employee census data.

EDUCATION

Jan 2011

The George Washington University | Washington, DC

Bachelor of Arts *summa cum laude* in English

Jan 2010 - Jun 2010

University of Sussex | Brighton, UK

Study Abroad