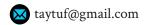
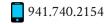
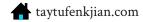
# Tay Tufenkjian











#### **SKILLS**

Languages: HTML, CSS, jQuery, French

Software: Photoshop, InDesign, Salesforce, Google Apps, IBM Cognos, UltiPro, Jobvite, MS Office

(Excel, Word, PowerPoint, Visio)

## **EXPERIENCE**

### Startup Institute | New York, NY

Oct 2013 - Dec 2013

#### **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.

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

Apr 2013 - Oct 2013

#### 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** 

The George Washington University | Washington, DC

Jan 2011

Bachelor of Arts summa cum laude in English

University of Sussex | Brighton, UK

Jan 2010 - Jun 2010

Study Abroad