

VRISTTI JALAN

Human Resources

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Full-time HR Specialist with a strong foundation in Human Resource Management, currently completing studies at York University and pursuing the CHRP designation through HRPA membership. Experienced in policy development, full-cycle recruitment, co-op program partnerships, and employee relations. Dedicated to building people-first workplaces that foster creativity, innovation, and organizational growth. Actively seeking opportunities to apply my HR expertise in a organization where I can contribute to strategic people initiatives and continue developing as an HR professional.

EDUCATION

CHRP DESIGNATION
Pursuing through HRPA Membership (In Progress)

YORK UNIVERSITY 2022- 2026
Honours Bachelors Human Resources Management

JEAN AUGUSTINE
Secondary school Diploma

SOFTWARE KNOWLEDGE

- Microsoft 360
- Google workspace
- HRIS systems
- CRMs
- Zoho recruitment
- Oracle
- GO TO calling system

COMMUNITY INITIATIVE

LEMONADE LOVERS, - FOUNDING MEMBER

JULY 2016- PRESENT
raised more then \$124,400 for the sick children hospital

WORK EXPERIENCE

Intragrad Inc, A Toronto-based recruitment company providing staffing and workforce solutions, employing 51-200 people.

HR Specialist - April 2025 - Present

- Leading end-to-end HR operations, including recruitment, onboarding, employee relations, compliance, payroll, and training.
- Executing full-cycle recruitment, hiring 50+ employees in 6 months and reducing time-to-hire from 10 days to 7.
- Developing and implementing the Employee Handbook, standardizing policies and procedures.
- Managing performance processes (write-ups, coaching, reviews) and employee relations, fostering engagement and a positive culture.
- Championing process improvements and retention initiatives, streamlining HR workflows and reducing turnover.

HR Coordinator - Jan 2025 - April 2025

- Assisted with HR operations, including recruitment, onboarding, employee relations, policy creation, compliance, payroll, and record maintenance.
- Supported full-cycle recruitment and performance management, including write-ups and employee reviews.
- Contributed to process improvements, streamlining HR workflows and enhancing operational efficiency.

Business Developer & Recruitment Coordinator Co-op - Sept 2024 - Dec 2024

- Conducted market research and identified business growth opportunities, contributing to strategic planning.
- Partnered with management to develop and refine business plans and client acquisition strategies.
- Supported recruitment processes, such as candidate sourcing, screening and, interview coordination.

The Region of Peel, A municipal government serving 1.5 million residents and 175,000 businesses across Brampton, Mississauga, and Caledon, with 1,000-5,000 employees.

Talent Acquisition Intern - May 2024 - Sep 2024

- Assisted candidate sourcing, resume screening, and job postings across multiple departments.
- Conducted reference checks and maintained accurate applicant tracking data for efficient recruitment.
- Led diversity-focused hiring initiatives, supporting Peel's commitment to equity and inclusion.
- Designed an early talent program to attract co-op students and new graduates.
- Assisted with onboarding, training facilitation, to streamline operations.

Admin Aid Intern - May 2023- Sept 2023

- Managed confidential documentation and liaised with lawyers, homebuyers, and internal teams.
- Maintained databases and records, ensuring accuracy and compliance with policies.
- Strengthened communication, critical thinking, and time management skills while adapting to shifting priorities.