

Adrian Situ

Human Resources Associate

Background in psychology and experience in human resources, recruiting, and event planning. Handled recruiting from screening, to onboarding, facilitating new hire orientations. Conducting E-Verify for Washington, Northern California and Southern California Corporate Office new hires. Customer focused and motivated individual looking to join Google to foster personal and professional career growth.

Experience

Jan 2018 - present	Human Resources Generalist Management <ul style="list-style-type: none">• Overseeing the Washington District Office and Canada District office.• Developed Canada Human Resource Department.• Manage Human Resources Associates for Canada.• Weekly one-on-one meeting with my department for Washington and Canada.• Weekly team meeting.
Oct 2016 - Jan 2018	Human Resources Associate (Washington) <i>Boiling Point Group, Inc.</i> Management <ul style="list-style-type: none">• Overseeing the Washington District Office, Restaurants, and Supply Chain Department Operations in enforcing company policies and maintaining legal compliance.• Overseeing all restaurants ensuring they met company standards and legal compliance in operations while managing their employee personnel files, Workers Compensation/General Liability claims, insurance benefits, and offboarding.• Developed the Human Resources Department's and Restaurant Manager's standard operating procedures for Washington that is currently in use for training guidelines and for HR references for ongoing changes in company policies and procedures. Recruiting <ul style="list-style-type: none">• Facilitating recruiting, onboarding, and orientations for new hires to offboarding employees in a compliant manner.• Managing recruiting, scheduling interviews and onboarding and scheduling orientation for all restaurants, warehouse and central kitchen in Washington District and Northern California District.• Conducting work authorization verification for new hires via E-Verify and re-verification of expiring documents per Washington regulations. Legal Compliance <ul style="list-style-type: none">• Maintaining organization of employee's personnel files, I-9 documentations, benefit records, and tax related documents amongst other sensitive files for recordkeeping.• Handling all Workers Compensation/General Liability claims, formal complaints/investigations, and verification of employments for the Washington region.• Processing benefits for employees regarding enrolling, updating, and cancelling employee coverage for health, vision, dental insurance, and vacation accrurement, time off changes.

Personal Info

Phone
(626) 676-3392
E-mail
adrian.e.situ@gmail.com
Date of birth
April 11, 1993

Languages

English	Fluent
Cantonese Chinese	Fluent
Mandarin Chinese	Conversational

Skills

Customer Service	Handled complaint for all Washington District
Recruiting	Managed recruiting, scheduling interviews and onboarding and scheduling orientation
Management	Managed Washington District Office, Restaurants, and Supply Chain Departments
Communication	Developed the Human Resources Department's and Restaurant Manager's standard operating procedures

References

Jennifer Soong, Boiling Point (N.CA), Human Resources Associate
Contact Information
Email: jsoong0393@gmail.com
Phone: (626) 383-2256
Louis Shu, University of San Diego, Human Biology Major
Contact Information
Phone: (626) 400-8509

Jul 2016 - present

Human Resources Associate

Boiling Point Group, Inc.

- Coordinated with staffing agency to cross verify timecards for company payment.
- Assisted the HR Generalist in handling formal complaints and investigations amongst employee incidents.

Education

Sep 2012 - May 2016

University of California, Irvine, Bachelor Degree, Psychology

Extracurricular Activities

- Red Cross Club: Volunteering (Restoring books, promoting blood drive on campus, etc.)
- IM League - UCI Intramural Basketball: Captain (2012-2015)
- Track and Field: MVP for TCHS Sprint Team (Freshmen 2009, Varsity 2011, 2012)
- Track and Field: Captain of TCHS Sprint Team (2011 - 2012)
- Assistant coach for Temple City Girls Basketball Team (2012)