

PROFICIENCIES

ADP, Bamboo HR, Compease
MS Office Suite, Tableau, SQL
Adobe, InD, Ps.
Compensation Analysis
Career/Job Banding
Strategic Planning
Org/People Development
Performance Management
Employment Laws and
Regulations
Budget Management
Leave Administration
401K/Benefits Administration

AFFILIATIONS

Alpha Kappa Delta Sociology
Honor Society (**AKD**)
Society for HR Management
(**SHRM**)
Northern California HR
Association (**NCHRA**)

LANGUAGES

English, Russian, Armenian

EXPERIENCE

San Francisco Federal Credit Union
San Francisco, CA
Human Resources Manager
Dec 2014-Present

Bay Area Community Resources
San Rafael, CA
Compensation and Benefits
Administrator
May 2014-Nov 2014

Method Inc.
San Francisco, CA
Employee Experience Coordinator
December 2013-May 2014

Mann Consulting
San Francisco, CA
Office HR Manager
Feb 2013- Oct 2013

EDUCATION & TRAINING

GGU 2013 MS HRM

CSUN 2011 BS Sociology

ACCOMPLISHMENTS

- ✓ Wrote and collaborated with board of directors to implement comprehensive Employee Handbook at SFFedCU
- ✓ Reduced recruitment time by 72% (29 days) at SFFedCU by implementing procedures for recruitment/ hiring
- ✓ Increased annual internal recruitment rate to 38% for 2015, from 4% in 2014 at SFFedCU
- ✓ Updated SFFedCU Careers site; from wireframing to content, to look and feel
- ✓ Created job descriptions and advancement criteria for all 80+ positions at SFFedCU
- ✓ Implemented an SFFedCU Compensation Philosophy while conducting compensation analysis to align bands
- ✓ Decreased SFHCSO cost and liquefied funds held for this purpose by transitioning the function in house at BACR
- ✓ Spearheaded ADP HRIS full implementation and data integration for BACR and its 1400 employees
- ✓ Negotiated reasonable plan rates, and conducted open enrollment meetings with all staff
- ✓ Implemented a number of internal tools and resources to streamline procedures within HR
- ✓ Identified and eliminated FLSA exceptions relating to lunch periods for non-exempt employees