

INTRODUCTION

I am a customer-focused, goal-oriented professional and a life-long learner. Currently seeking to expand my skill set in a software development role. While searching for a career change I learned to code. Now I am a console log error sleuth who thinks Angular is awesome and obsessively camelCases everything.

EDUCATION

The Iron Yard Academy Front End Engineering, 2015

For examples of a few functional projects, please see my portfolio: www.valkharvey.com

To see my progress: <https://github.com/crazydoglady>

Charleston Code Camp Web Basics, 2014

DePaul University, PHR Prep Class, 2009

Harper College, Oil + Acrylic Painting, 2007-2009

University of Wisconsin-Madison BA, Political Science, 2006

SOFTWARE SKILLS {

Javascript : including Angular, Backbone, Underscore, jQuery,

CSS: including Sass, Twitter Bootstrap,

Software Version Control : git, GitHub,

HTML }

WORK EXPERIENCE

The Urban Electric Company N. Charleston, SC

Sept 2013-Nov 2014

Recruiting Coordinator

- Recruiting efforts led to 44% headcount growth in 12 months.
- 2014 Employee survey indicated that quality of new hires was single biggest change with a positive impact.
- Supported sustained company growth through full cycle recruiting
- Participated in Organizational Excellence initiatives and company events
- Coordinated and participated in employee onboarding and orientations
- Assisted in development of onboarding program
- Generated job descriptions for new positions in the company
- Develop and maintain organizational charts with continued Company growth and restructuring

Thomson Reuters IP & Science

Philadelphia, PA

Nov 2012-July 2013

Human Resources Assistant

- Administrative and project support to global HR Leadership Team
- Point of contact for employees regarding payroll, benefits, and issue escalation as needed
- HRIS and Organizational chart reporting; building custom reports, merging reports using Excel
- Expense reports and travel booking as needed by HR Leadership
- Plans meetings and coordinates with building facilities manager; manages reservations for conference rooms and video conferencing equipment; contact and select external vendors if needed

VALERIE K. HARVEY

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- Volunteer Action Network (VAN) Council member

Randstad HR (DuPont) Wilmington, DE March 2012-Nov 2012

Human Resources Analyst- Talent Acquisition

- Supported recruiting for Manufacturing and Integrated Operations for North America
- Created offer letters and tracking letter approvals in Taleo for all levels of positions including intern/co-ops, engineers, technical professionals, and general manufacturing
- Facilitated communication with all levels of the organization, including candidates, consultants, hiring managers and HR Business Partners from across North America
- Managed, tracked and coordinated due diligence
- Initiated Hire Right process and medical screening in compliance with corporate guidelines
- Exported data from Taleo to SAP once cleared through due diligence requirements

Burns Engineering Philadelphia, PA March 2010-March 2012

Human Resources Assistant

- HRIS management and reporting;
- Recruited for positions in all levels of organization
- Maintained job postings and applicant tracking system; applicant logs for Affirmative Action Plan
- Managed on-boarding process including E-verify, background checks, new hire Orientation
- Participated in focus group to re-write job descriptions for engineering staff
- Served as backup to HR manager for payroll assistance, sync HR and payroll systems weekly
- Reconciled medical, dental and life insurance invoices on a monthly basis
- Handled employee questions regarding benefits, payroll, policies and events
- Helped to plan holiday parties; hosted holiday party and created fun in-house activities for Engineers' Week, Train Day, Aviation Day, etc.
- Organized civic events and encouraged employee participation
- Developed administrative manual and presented corresponding training to administrative staff
- E-learning system administration

Manpower Palatine, IL Feb 2007-Feb 2010

Staffing Specialist

- Full cycle recruiting to support corporate and local clients for administrative and light industrial positions.

HRCI-PHR Certified Dec 2009-Present

SHRM Member 2010-Present