

An HR Professional with 10+ years of experience, specializing in diversity recruiting, HR management, process improvement, and applicant screening, A strong history of identifying opportunities to enhance HR operations, Adept at supporting recruitment initiatives to acquire talent and facilitate organizational growth.

## Education

Bachelor of Science (BS.)  
Human Resources  
Boston University, Boston, MA  
September 2007 ■ May 2011

## Key Skills

- ◆ HR Administration
- ◆ Diversity Recruiting
- ◆ Organizational Development
- Compensation and Benefits
- ◆ Employee Onboarding

## Certifications

- Senior Professional in Human Resources (SPUR), HRCI, 2018
- Professional in Human Resources, (PHR) HRCI, 2015
- Associate Professional in Human Resources (aPHR), HRCI, 2011

## Professional Experience

HR Coordinator  
Software Solutions Corp., Boston, MA | September 2016 - Present

- Coordinate with the HR Manager, recruiters, and HR specialists to execute diversity recruitment and talent acquisition initiatives for a software solutions company, resulting in organizational growth from 200 employees to 400 team members over five years
- Identify opportunities to improve recruiting lifecycles and talent acquisition by developing partnerships with four recruiting firms
- Conduct processing for over \$2M in annual payroll and perform HR audits to reconcile billing errors, invoices, and discrepancies

HR Coordinator  
Boston Professional Services., Boston, MA | May 2011 - September 2016

- Supported HR administrative functions for a professional services company with 250+ employees, which included managing benefits administration and processing monthly payroll totaling \$2 SOK
- Created and posted job openings on internal and external job boards, wrote descriptions for roles, fielded applications, and evaluated resumes during candidate selection