

Jo B. Seeker

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EDUCATION

New York University | Robert F. Wagner Graduate School of Public Service

Master of Health Administration, May 2023

- Relevant Coursework: Healthcare Marketing and Strategic Communications, Principles of Human Resources Management for Healthcare Organizations, Strategic Management for Healthcare Orgs
- Co-Chair, NYU Wagner Health Network

University of Illinois Chicago

Bachelor of Science in Human Resource Management, May 2019

RELEVANT PROFESSIONAL EXPERIENCE

Rush University Medical Center

Chicago, IL

Human Resources Associate

December 2021 - Present

- Support management of benefit plans for employees, including staff enrollments, billing, annual open enrollment, vendor relations, and COBRA.
- Collaborate with senior hospital and HR leadership to develop new organizational assessments focused on employee engagement; increased employee retention by 40%.
- Revised Performance Management System policy and procedure manual, as well as related documents and employee communications.
- Serve as a member of the Rush Racial Justice Action Committee; participate in town halls, listening sessions, survey development and implementation, and monthly meetings.

Northwestern Memorial Hospital

Chicago, IL

Talent Management Associate

July 2020 - October 2021

- Collaborated with recruitment team and department hiring directors to forecast recruiting needs and develop supporting recruitment strategies.
- Developed HR processes in response to COVID-19, including new remote employee orientation and online professional development training sequence.
- Sourced, screened, interviewed, and evaluated candidates to determine competencies and qualifications for employment.

Deloitte Consulting, LLP.

Chicago, IL

Campus Recruiter

May 2019 - June 2020

Summer Associate

Summer 2018

- Developed and implemented strategic recruitment plans to identify and hire talent from top ranked masters and undergraduate programs in the tri-state region.
- Evaluated candidates, presented at recruiting events and teamed with recruiters to support internship program.

ADDITIONAL EXPERIENCE

University of Illinois Chicago Student Health Center, *Administrative Assistant*

Spring 2019

American Red Cross, *Intern*, Chicago, IL

Fall 2018

SKILLS

Salesforce, WorkDay, PeopleSoft, HTML, Excel, Word, & PowerPoint