

Hattie King

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Professional Summary

I am a motivated and detailed oriented HR professional with 3+ years of experience in fast paced environments. My creative problem solving and ability to learn quickly creates opportunities for team success and improvement.

Professional Experience

Onboarding Specialist, MedaSource, Indianapolis | September 2021—Present

- Manage entire onboarding process of thousands of consultants for various medical professions operating in multiple states
- Lead new clinical program onboarding process and set company standard practices for verifying credentials
- Coordinate information retrieval from multiple onboarding software systems and process information collaboratively with diverse team
- Resolve onboarding coordination issues involving taxes, background checks, vaccinations, and work histories
- Train incoming recruiters on how to perform onboarding process, use multiple platforms, and manage several client programs
- Delivered training presentation at company-wide convention in best practices concerning onboarding documentation processing

Internal Operations Manager, Herculean, Indianapolis | May 2019—September 2021

- Assisted CEO with scheduling, travel & meeting management, and expense reporting
- Assessed current product stock, executed purchases orders to replenish upcoming supply requirements, and forecasted seasonal product demand needs
- Suggested future top selling new product and contributed to brainstorming new meal ingredients & combinations
- Planned and arranged product delivery to thousands of customers nation-wide
- Creatively solved new company issues in a start-up environment

Dance Instructor, Dance Creations, Dance Connections, En Pointe | January 2020—May 2023

- Teach multiple dance classes to ages 6 to 50 years old
- Organized a novel teaching plan and structure
- Choreographed original recitals and performances

Colts Cheerleader, Indianapolis Colts | March 2019—January 2020

- Devoted weeknights to train & prepare for Sunday performances
- Contributed time to junior cheerleading clinics
- Volunteered abroad teaching young children dance

Education

Bachelor's of Fine Arts, Dance Performance

Anderson University | 2019