

# Jennifer Lui

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Detail-oriented professional looking to change careers and work in the world of User Interface Design after 13 years in Human Resources.

## **PROFESSIONAL EXPERIENCE**

### **Devereux Advanced Behavioral Health; Red Hook, NY**

*People Operations Specialist (September 2017 - present)*

- Administer and track leave of absence requests (FMLA, NYS PFL, Short-Term Disability)
- Monitor incoming and outstanding employee evaluations
- Assist recruitment process by engaging with potential new staff at job fairs, outreach over Indeed or LinkedIn, posting and maintaining job ads and the iCIMS ATS, performing job offers, and guiding new staff through onboarding
- Captain the Health and Wellness Initiative, including distribution of wellness communications and coordination and promotion of wellness events

### **Solomon R. Guggenheim Foundation; New York, NY**

*Associate Manager, Talent Management (December 2016 – September 2017)*

*HR Associate, Talent Management (April 2015 – December 2016)*

- Phone screen applicants; recommend qualified candidates for in-person interview
- Meet with hiring managers to determine top qualities desired in the ideal candidate
- Liaise with temporary placement agencies and staffing firms for hard-to-fill positions and short-term coverage
- Process onboarding paperwork for new employees, including federal forms and personnel action request (PAR) forms
- Coordinate new hire orientation; conduct HR portion of the presentation
- Assist employees and applicants with inquiries on a daily basis
- Conduct exit surveys for departing employees
- Provide backup data management support on ADP Workforce Now HRIS, including reports
- Supervise HR intern and temporary staff

### **Devereux Foundation; Red Hook, NY**

*HR/Administrative Specialist (March 2008 – April 2015)*

- Provided administrative support to Human Resources, Administration, and Development departments
- Maintained employee data on Oracle HRIS; trainer for new department team members
- Provided approachable and effective customer service to employees on a daily basis
- Documented minutes to senior management meetings; distributed task lists to managers as follow up
- Trained new hire groups in diversity/cultural competency

***EDUCATION***

Career Foundry, UI Immersion

User Interface Design, specialization in Frontend Development

June 2021

University at Albany, Albany, NY

Bachelor of Arts (Major: Psychology; Minors: Business, Art History)

***SKILLS***

Sketch

InVision

Microsoft Office Suite (Outlook, Word, Excel)

Conversational Chinese (Cantonese)