

Shaina Adami

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EDUCATION

Montana State University, Bozeman, Montana

Bachelors of Science in Business Marketing & Management • GPA 3.78

May 2013

SUMMARY OF QUALIFICATIONS

Passion for Helping • Communication Skills • Problem-Solving Assessment

Advertising • Public Speaking • Strong Attention to Detail

PROFESSIONAL EXPERIENCE

Lucid Software, South Jordan, Utah

July 2016- May 2017

Senior People Operations Specialist

- Developed and managed entire workflow for new hire onboarding process for high volume onboarding that maintained a personal welcome and instilled company values.
- Created and managed employee recognition programs that promoted a strong culture of teamwork and celebration.

Talent Acquisition Specialist

- Led recruiting efforts for business side of the organization.
- Increased campus recruiting and diversity initiatives by expanding company presence to out of state career fairs.

Fast Enterprises, LLC, Greenwood Village, Colorado

June 2013-June 2016

HR Generalist/ Recruiter

- Assisted in all aspects of human resources in a growing company including benefits administration, policy creation and writing, employee issues, new hire on boarding, separations, etc.
- Attended college career fairs and other recruiting events to attract top talent and build brand awareness on college campuses nationwide.
- Acted as point of contact to candidates from initial meeting on college campus through first day of employment and beyond.
- Initiated new processes in office to streamline workflow – ADP Implementation, new hire on boarding process, summer intern program, etc.

Montana State University Career Services, Bozeman, Montana

September 2012- May 2013

Student Office Assistant

- Represented the office to daily traffic including students and employers and assisted office in administrative tasks.

The Boeing Company, Renton, Washington
2012

June 2012-August

Market Analysis Intern

- Conducted needs analysis interviews with Boeing instructor pilots via in-person and telephone calls to collect information pertaining to improved business process and increased innovation.
- Performed research pertaining to trends in Generation Y employment interests related to job satisfaction and retention.

Wells Fargo Bank, Bozeman, Montana
2011

October 2010-December

Teller

- Represented organization to customers daily, established positive rapport with clients, assessed their needs, and proposed product choices to meet sales goals.

ACTIVITIES & HONORS

Montana State University, Bozeman, Montana

Award for Excellence Award Recipient

January 2013

- Nominated by faculty in College of Business to recognize forty top seniors campus wide.

AdvoCat Student Ambassador

September 2012-May 2013

- Represented MSU to prospective students and families through campus tours, Q & A sessions, and other recruiting activities.

One Yoga, Greenwood Village, Colorado

200 Hour Teacher Training

May 2015

World Travel

May 2016- Current

- Indulged in a four month travel sabbatical with my husband.