KARLEENA WILSON

HR Executive | Talent Acquisition | Performance Management | HR Analytics
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PROFESSIONAL SUMMARY

Dynamic HR professional with an MBA in Human Resources and experience in recruitment, onboarding, HR analytics, and administration. Recently upskilled through projects and HR workshops. Passionate about building a positive workplace, driving operational efficiency, and using data-driven approaches for employee engagement.

PROFESSIONAL EXPERIENCE

Freelance Human Resource Part-Time Intern (Remote - Project-Based) | 11/2024 - Present
- **Built 10+ HR dashboards** using Excel and Power BI, improving performance metric tracking by **20%.**
- Managed end-to-end recruitment and onboarding of **20+ candidates**, reducing client hiring time by **15%**.
- Attended virtual sessions and helped **5+** clients implement ATS and digital HR tools, improving efficiency by **20%.**
- Facilitated HR policy audits and provided recommendations that improved compliance adherence by **15%.**
- Created and implemented a digital onboarding checklist, reducing manual errors by **20%.**

Primary School Teacher | Utkarsha Vidyalaya High School (VIVA College), Mumbai | 06/2023 – 04/2025
- Taught **60+ students**, improving **engagement by 45%** with interactive methods.
- Delivered **150+ lessons**, contributing to a **30% academic improvement**.
- Coordinated **40+ school events**, enhancing parental and staff involvement.
- Balanced MBA studies with full-time work, increasing time management skills.
- Integrated digital tools like Google Classroom and MS Teams to manage lesson plans and student submissions efficiently.
- Mentored junior teaching staff on effective communication and classroom engagement strategies.

Career Break - Professional Development | 04/ 2020 – 05/ 2023
- Pursued Master's in History.
- Completed online courses in graphic design and digital tools.
- Participated in workshops and conducted academic research.

Office Administrator | Urban Core Services Pvt. Ltd., Mumbai | 06/2017 – 03/2020
- Managed office operations for **30+ employees**, improving workflow by **20%.**
- Optimized scheduling and data records, reducing conflicts by **25%**.

Back Office Executive (Intern) | Laxmi Venture, Mumbai | 01/2017 – 04/2017
- Entered and verified **100+ weekly** records with **98% accuracy.**
- Reduced documentation time by **15%.**

ACADEMIC PROJECTS

HRM Capstone Project | MIT School of Education | 11/2024 - 03/2025
- Led a comprehensive HR project covering recruitment, employee engagement, performance management, and training & development for an educational institution.
- Proposed strategies to improve employee **satisfaction by 30%** and reduce onboarding time by **20%.**
- Designed a new HR policy and induction program for **50+ staff members.**
- Developed retention strategies projected to reduce staff turnover by **15%.**
- Used ChatGPT to draft job descriptions and HR communications, and created feedback surveys via **Google Forms with AI-based analysis.**
- Designed HR content using Canva, and analyzed HR data in MS Excel to generate **5+** actionable reports.
- Simulated a training needs analysis process and designed a corresponding T&D module based on competency mapping.
- Created a mock HR dashboard prototype using Power BI to track absenteeism, turnover trends, and employee NPS

HR Dashboard – Recruitment & Attrition Analysis| 01/2025 – 03/2024
- Built a recruitment dashboard that tracked key hiring metrics like time-to-fill, source effectiveness, job openings, and offer acceptance rate.
- Designed interactive attrition analysis dashboards to visualize trends by department, experience level, and location.
- Used measures and slicers to enable dynamic filtering and custom views for leadership decision-making.
- Improved data reporting speed by 60% and provided actionable insights to optimize talent strategies.
- Created a detailed report showing employee distribution by gender, age, tenure, and department.
- Visualized diversity indicators and created trend comparisons year-over-year.
- Automated weekly updates by connecting Excel-based HRIS data to Power BI.
- Helped HR team identify underrepresented groups and plan diversity initiatives.

Employee Engagement Strategy Design|11/2024 -01/2025
- Designed an employee engagement model tailored to Gen Z preferences.
- Included activities for wellness, learning, and peer recognition programs.
- Created a survey in Google Forms, analyzed data from 50+ responses, and suggested policy improvements.

End-to-End Recruitment Simulation Duration| Freelancer Project |12/2024 – 04/2025
- Simulated the full recruitment lifecycle for various roles, including job posting, screening, shortlisting, and interview coordination.
- Created job descriptions, sourced resumes using Boolean search, and maintained a candidate tracker.
- Reduced screening time by 25% using structured shortlisting criteria.
- Gained hands-on experience with ATS tools like Zoho Recruitment, etc.

Compensation Benchmarking Analysis| 02/ 2025 (One Month Project)
- Benchmarked compensation packages for similar roles across 15 companies in Mumbai.
- Suggested a revised compensation structure for a hypothetical HR department to remain competitive
- Applied Excel functions and pivot tables to structure a comparative analysis report.

History Research Project | University of Mumbai | 12/2022 – 02/2023

- Arranged in-depth research on urban development during colonial India and women's roles in post-independence reforms.

- Executed **100+ hours** of archival research and reviewed **50+ primary and secondary sources**.
- Developed a research methodology and compiled findings into a **12,000-word academic report**.
- Presented conclusions at a university seminar and received positive feedback for analytical depth and clarity.

KEY SKILLS
- **Core HR Skills: Talent Acquisition, Recruitment, Employee Onboarding, HR Policy Development, Performance Management, Compliance**
- **Technical Tools: MS Excel (VLOOKUP, XLOOKUP, Pivot Tables), Power BI, ATS (Workday, Zoho), Google Forms, ChatGPT, HR Dashboards**
- **Software & Platforms: MS Office Suite, Google Workspace, Outlook, MS Teams, Canva, Figma, Adobe XD, UI/UX Design Basics**
- **Soft Skills: Communication, Critical Thinking, Time Management, Team Collaboration, Adaptability, Problem Solving, Conflict Resolution**

EDUCATION
- **MBA - Human Resource Management | MIT School of Education, Pune University | 2023 - 2025 | CGPA: 7.81**
- **MA - History | University of Mumbai | 2021 - 2022 | CGPA: 6.48**
- **BA - Geography | Sophia College for Women, Mumbai | 2017 - 2020 | CGPA: 6.00**

CERTIFICATIONS
- **Microsoft Word Expert - LinkedIn**
- **Data Visualization in HR – LinkedIn Learning**
- **Microsoft Excel - Coursera**
- **Google Project Management - Google**
- **Business Analysis & Process Management - Coursera (**
- **GPHR - SHRM Certification**
- **Digital Marketing Foundations - Google Digital Garage**
- **Basic Graphic Design - Arena Animation (06/ 2020 – 12/2021)**

LANGUAGES
English, Hindi, Marathi (Fluent) | Tamil (Basic Spoken)