

KARLEENA WILSON

HR Executive | Talent Acquisition | Performance Management | HR Analytics

Personal Details:

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PROFESSIONAL SUMMARY

MBA graduate in Human Resource Management with a passion for building people-first workplace cultures. Experienced in academic and freelance HR projects, with strengths in communication, people management, and organizational skills. Completed a capstone project focused on employee engagement and retention strategies with the goal of contributing to recruitment, onboarding, learning and development, and employee relations

EDUCATION

MIT School of Education, Pune University	2023-2025
Master in Business Administration (MBA) in Human Resource Management	
University of Mumbai, Mumbai	2021-2023
Master in Arts(M.A) in History	
Sophia College, Mumbai	2017-2020
Bachelor of Arts(B.A) in Geography	

PROFESSIONAL EXPERIENCE

Freelancer, Mumbai	Nov 2024-Apr 2025
Human Resource Intern (Remote- Project Based) <ul style="list-style-type: none"><li>Handled end-to-end recruitment for <b>15+ roles</b>, including sourcing, screening, and onboarding across short-term client projects.</li><li>Supported HR operations by maintaining records for <b>50+ employees</b>, preparing reports, and coordinating <b>15+ interviews</b> as mock project</li><li>Assisted in drafting HR policies and engagement plans, contributing to a <b>25% increase in employee</b> participation in virtual events.</li><li>Provided remote HR support including timesheet <b>tracking and performance feedback coordination</b> for cross-functional teams.</li></ul>	
VIVA COLLEGE OF ARTS, COMMERCE AND SCIENCE, Mumbai	June 2021-Apr2025
Teacher <ul style="list-style-type: none"><li>Taught <b>60+ students</b> per year across four different grade levels using interactive teaching methods, resulting in a <b>45% improvement</b> in classroom engagement and academic performance.</li><li>Delivered <b>150+ structured lessons per week</b> while managing full-time work and MBA studies, demonstrating strong <b>time management and multitasking abilities</b>.</li><li>Coordinated <b>40+ school events over the past 3.5 years</b>, enhancing collaboration among parents, staff, and students.</li><li>Integrated digital tools such as Google Classroom and MS Teams to streamline lesson planning, communication, and student progress tracking, <b>improving efficiency by over 50% annually</b>.</li></ul>	
Career Break	Mar 2020-May 2021
Professional Development <ul style="list-style-type: none"><li>Completed a Master's degree in History, developing strong research, critical thinking, and written communication skills by working on <b>4+ academic projects</b> and increasing content analysis accuracy by <b>30%</b>.</li><li>Pursued a <b>Graphic Designing course</b>, gaining hands-on experience in visual communication and content creation using tools such as <b>Canva and Adobe Illustrator</b>. Also learned <b>basic UI/UX design</b>, focusing on user-centered design, layout planning, and user experience flow resulting in <b>40%</b> more engaging visual outputs in personal projects.</li><li>This phase helped enhance creativity, design thinking, and self-discipline, contributing to a <b>50% improvement</b> in productivity and time management across self-paced learning and project execution.</li></ul>	
UrbanCore Services Pvt. Ltd, Mumbai	June 2017- Mar 2020
Office Administrator (Part-Time) <ul style="list-style-type: none"><li>Supported daily administrative operations including documentation, data entry, and scheduling, contributing to a <b>10% improvement</b> in task accuracy and time management.</li><li>Managed communication between departments, vendors, and clients, ensuring a <b>12% smoother workflow</b> and quicker resolution of routine queries.</li><li>Balanced responsibilities efficiently while pursuing full-time education, maintaining <b>100% attendance and on-time task completion</b>. Gained hands-on exposure to office management, teamwork, and organizational practices, building a foundation for professional growth.</li></ul>	
LAXMI VENTURES INDIA LTD, Mumbai	Jan 2017- June 2017
Back Office Admin(Internship) <ul style="list-style-type: none"><li>Assisted with basic office tasks including <b>data entry, filing, and handling correspondence</b>.</li><li>Supported administrative functions, <b>improving organizational efficiency</b>.</li><li>Learned foundational office <b>operations, development and communication skills</b> that include practical experience</li></ul>	

ACADEMIC PROJECTS

Title: Human Resources Management   MIT School of Education.	Dec 2024-Mar 2025
<ul style="list-style-type: none"><li>Conducted a comparative analysis of HR practices across <b>5+ Tech companies</b>, focusing on talent acquisition, employee engagement, and performance management.</li><li>Collected and analyzed feedback from <b>100+ employees using Google Forms</b>; visualized trends with Excel to identify key areas for HR process improvement.</li><li>Recommended <b>10+ strategic initiatives</b> including AI-driven recruitment, flexible work policies, and wellness programs to enhance retention and employee satisfaction.</li><li>Demonstrated a <b>22% correlation</b> between structured onboarding and reduced attrition, highlighting the impact of employee experience on retention.</li></ul>	
Title:Full-Cycle Hiring Simulation Project  freelancer project.	Jan 2025-Mar 2025
<ul style="list-style-type: none"><li>Simulated the complete recruitment life cycle for multiple roles, covering job posting, resume screening, shortlisting, and interview coordination.</li><li>Drafted tailored job descriptions, sourced candidates using Boolean search techniques, and managed a structured candidate tracker.</li><li>Improved screening efficiency by 25% through defined shortlisting criteria and scoring mechanisms.</li><li>Gained hands-on experience with Applicant Tracking Systems (ATS) such as Zoho Recruit, enhancing workflow and candidate pipeline visibility.</li></ul>	
Title: Compensation Benchmarking and Market Analysis  MIT School of Education.	(one month project Feb 2025 )
<ul style="list-style-type: none"><li>Benchmarked compensation packages for similar roles across <b>15 companies in Mumbai</b>.</li><li>Suggested a revised compensation structure for <b>HR department</b> to remain competitive</li><li>Applied <b>Excel functions and pivot tables</b> to structure a comparative analysis report.</li></ul>	

Title:HR Policy Development & Employment Law Compliance Project   MIT School of Education and freelancer project	Jan 2025-Apr 2025
<ul style="list-style-type: none"><li>Researched key labor laws and HR compliance requirements under Indian labor codes including wages, working conditions, and termination policies.</li><li>Drafted employee policies aligned with legal requirements, covering areas such as leave, grievance handling, harassment prevention, and workplace conduct.</li><li>Developed an HR policy manual and recommended implementation strategies for compliance and clarity.</li><li>Ensured policy design supported both organizational goals and employee rights, reducing potential legal risks.</li></ul>	

Title:Employee Engagement Strategy Design	Nov 2024-Jan 2025
<ul style="list-style-type: none"><li>Designed an employee engagement model tailored to <b>Gen Z preferences</b>.</li><li>Included activities for wellness, learning, and peer recognition programs.</li><li>Created a survey in Google Forms, analyzed data from <b>50+ responses</b>, and suggested policy improvements.</li></ul>	

Title:Historical Analysis of Colonial Urban Development and Post-Independence Reforms in India	Nov 2022-Feb 2022
<ul style="list-style-type: none"><li>Arranged in-depth research on urban development during colonial India and women's roles in post-independence reforms.</li><li>Conducted a detailed historical analysis covering <b>6 major periods of HR evolution, from ancient labor systems to 21st-century strategic</b></li><li>Studied reform movements and acts such as the Indian Councils Act (1909) and Government of India Act (1935), linking them to emerging national consciousness.</li><li>Analyzed population data, land revenue systems, and trade policies showing a <b>50% decline in Indian textile exports between 1850–1900 due to colonial economic strategies</b>.</li><li>Executed <b>100+ hours of archival research</b> and reviewed <b>50+ primary and secondary sources</b>.</li><li>Developed a research methodology and compiled findings into a <b>12,000-word academic report</b>.</li><li>Presented conclusions at a university seminar and received positive feedback for analytical depth and clarity.</li></ul>	

History Research Paper Project (Cultural Impact of Maratha Architecture in Maharashtra)	Oct 2021-Dec 2021
<ul style="list-style-type: none"><li>Conducted field study on <b>10+ historical sites</b>, archival research, and interviews.</li><li>Submitted an <b>80-page research paper</b> with visuals and references.</li><li>Scored <b>78% and received positive feedback</b> from the university panel.</li></ul>	

Environmental Issues & Urbanization Trends – Geography Presentation	Nov 2019-Dec 2020
<ul style="list-style-type: none"><li>Created a PowerPoint presentation analyzing the impact of urbanization on environmental sustainability in Indian metropolitan areas.</li><li>Included maps, population data, and case studies from cities like Mumbai, Delhi, and Pune.</li><li>Used charts, timelines, and infographics to present data-driven insights.</li><li>Presented to a panel of faculty and students; received positive feedback for visual clarity and research depth.</li><li>Demonstrated proficiency in MS PowerPoint, map visualization, and academic presentation design.</li></ul>	

KEY SKILLS	
<ul style="list-style-type: none"><li>Core HR Skills: Talent Acquisition, Recruitment, Employee Onboarding, HR Policy Development, Performance Management, Compliance</li><li>Technical Tools: MS Excel (VLOOKUP, XLOOKUP, Pivot Tables), Power BI, ATS (Workday, Zoho), Google Forms, ChatGPT, HR Dashboards</li><li>Software &amp; Platforms: MS Office Suite, Google Workspace, Outlook, MS Teams, Canva, Figma, Adobe XD, UI/UX Design Basics</li><li>Soft Skills: Communication, Critical Thinking, Time Management, Team Collaboration, Adaptability, Problem Solving,</li></ul>	
LANGUAGES:English, Hindi, Marathi (Fluent)   Tamil (Basic Spoken)	

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 (June 2020-Apr 2021)